

# Booking Form – 26 February, The Studio, Birmingham

**Booker Details** If making a group booking, we will contact you for attendee details.

|           |                      |            |                      |                      |                      |
|-----------|----------------------|------------|----------------------|----------------------|----------------------|
| Title     | <input type="text"/> | First Name | <input type="text"/> | Surname              | <input type="text"/> |
| Job Title | <input type="text"/> |            | Company              | <input type="text"/> |                      |
| Address   | <input type="text"/> |            |                      |                      |                      |
| Postcode  | <input type="text"/> | Tel        | <input type="text"/> | Email                | <input type="text"/> |

(Confirmation will be sent by email). If we should send confirmation details to an assistant, please provide their:

|       |                      |
|-------|----------------------|
| Email | <input type="text"/> |
|-------|----------------------|

|                      |                      |
|----------------------|----------------------|
| Dietary requirements | <input type="text"/> |
|----------------------|----------------------|

## Payment details (Tick box)

**Early booking until 21 November**

HBF Member: £170 + VAT ☐

Non HBF Member: £260 + VAT ☐

**Standard booking after 21 November**

HBF Member: £220 + VAT ☐

Non HBF Member: £310 + VAT ☐

Please call 020 7960 1646 if you are unsure whether your company has HBF membership. VAT is charged at the prevailing rate. Please note that bookings will only be accepted with the correct payment.

**Payment will be made by:**

☐ Card payment link: a payment link will be sent to the booking contact upon return of completed form.

☐ BACS: Please quote FTC when payment by BACS:

A BACS payment was made on  (date)

Royal Bank of Scotland Company Name: Housebuilder Media SC:15-10-00/AN: 24215418 RBS, PO BOX 39952, 2 1/2 Devonshire Square, London EC2M 4XJ VAT REGISTRATION NO. 882 6294 86

**Please return this form with payment to: [events@house-builder.co.uk](mailto:events@house-builder.co.uk)**

### Data protection consent

Housebuilder Media will use the information provided to contact you about this booking. Housebuilder Media and HBF run a series of business related housebuilding events throughout the year and would like to inform you about them (please tick box)

☐ Yes please, contact me about future Housebuilder Media and HBF Events

☐ No thank you, I do not wish to hear about future Housebuilder Media and HBF Events

Please note that if you tick this box, you will NOT receive information on any future events) To see a full list of Housebuilder Media and HBF Events, visit [www.house-builder.co.uk](http://www.house-builder.co.uk)

### Cancellation policy

All cancellations must be made in writing to Housebuilder Media: [events@house-builder.co.uk](mailto:events@house-builder.co.uk). Cancellations up to 92 days before the event are fully refundable but subject to a £25 administration fee per booking. Cancellation between 91-71 days before the event – the cancellation charge is 60% of the booking total. Cancellation 70 days and less before the event – the cancellation charge is 100% of the booking total. Substitute names can be given at anytime.

### Booking conditions

Details of the conference are correct at the time of going to press. However Housebuilder Media Ltd reserve the right to alter or cancel

the programme without prior notice. A confirmation will be sent to you on receipt of your booking. Payment is required prior to the event and made payable to Housebuilder Media Ltd. Invoices cannot be provided, however A VAT receipt will be issued on receipt of payment. Housebuilder and HBF reserve the right to refuse anyone entry to the event at their discretion.

**Age restriction applies: Please note that delegates must be 18 and over to attend**

Photographs / videos will be taken at the event and used within events marketing for HBF and Housebuilder. If you wish for your image not to be used, then please contact a member of the events team.

### Terms & code of conduct

By confirming my attendance at this event, I am agreeing to the HBF and HBM attendee Code of Conduct [www.hbf.co.uk/c/code-of-conduct](http://www.hbf.co.uk/c/code-of-conduct) that requires me, and anyone who I am booking this event for, to behave in a professional manner, treat all individuals with respect and dignity and in a way that avoids any harassment or discrimination.

### Housebuilder Media Ltd

Company registration 01952317  
Registered in England  
VAT No. 882 6294 86  
020 7960 1646  
[www.house-builder.co.uk](http://www.house-builder.co.uk)