**The Empty Homes Network**

**National Empty Homes Conference 2024**

**Wednesday 22nd May – The Studio, Cannon Street, Birmingham**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Delegate Rates** | **Price** | **No.** | **Total** |
| **EHN Corporate Members: 1st Delegate rate** | **£150** |  |  |
| **EHN Corporate Members: Additional delegate rate** | **£105** |  |  |
| **EHN Associate Member / Non-Member delegate rate** | **£195** |  |  |
| **Not-for-profit (charitable) organisation rate** | **£95** |  |  |
| **EHN Membership Fees 2024-2025** |  |  |  |
| **EHN Corporate Membership Fees 2024-2025** | **£95** |  |  |
| **Not-for-profit EHN Membership Fees 2024-2025** | **£55** |  |  |
|  | **Order total** |  |

# Delegate Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Delegate 1 | Delegate 2 | Delegate 3 | Delegate 4 |
| Name |  |  |  |  |
| Job Title |  |  |  |  |
| Email address |  |  |  |  |

# With thanks to our Conference Main Sponsor:

# Logo  Description automatically generated

# and our Conference Supporters:

#   Graphical user interface, application  Description automatically generated A picture containing text  Description automatically generated Logo, company name  Description automatically generated Logo  Description automatically generated with medium confidence

# Invoicing details

|  |  |
| --- | --- |
| **Full name and address for invoicing** |  |
| **Email address for Invoicing** |  |
| **Purchase order number** |  |

## Declaration by authorised signatory\*

**[Where no Purchase Order number is supplied]**

**A signature by an authorised signatory is required if you have not supplied a valid Purchase Order number.**

**I have read and understood the Terms and Conditions, including the Cancellation Policy.**

# Signed:

# Date:

**Job Title:**

#  \*See Terms and Conditions

|  |  |
| --- | --- |
| Conference & Membership enquiries | **Contact: Adam Cliff****🖂** **admin@ehnetwork.org.uk****🕿 07837 717583** |

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**Please return booking form by email to: admin@ehnetwork.org.uk**

# Terms and Conditions

## General

**Acceptance of Terms and Conditions: If a booking is submitted to us using this form, the organisation submitting the form will be deemed to have read, understood and accepted these Terms and Conditions.**

**Cancellations: orders will be refunded if confirmed in writing up to 21 days before the event, less a £20 admin fee. We regret that no other refunds or reductions can be offered after that date, regardless of cause.**

**Substitutions: substitutions may be made at any time but please let us know as soon as possible.**

**Changes to programme or venue: We reserve the right to alter the programme or change the venue due to unforeseen circumstances arising after the Programme has been published.**

**Your order: By completing and returning this form, you are making a contractual agreement to pay for a number of delegate places and any membership of The Empty Homes Network as indicated on the form.**

**Bookings are taken in good faith. Should the event be cancelled any payments made will be returned to you promptly. However, we cannot be responsible for consequential losses.**

## Conditions applicable to discounts

**General: discounts are cumulative and apply to each delegate**

**EHN Member Discounted Rates: to qualify for the EHN Corporate Delegate rate you must either:**

* **Have paid your membership fees for the year 22/23 and intend to renew for the year 23/24**
* **Have raised a PO for membership fees commencing from April 2023**

**If you want to pay and have not done so, or now join as a Full Member, please contact admin@ehnetwork.org.uk.**

**Our not-for-profit organisation rate is available at the sole discretion of Empty Homes Network and normally applies to self-help housing organisations, small charities and other voluntary groups with limited income streams.**

## Reservations, Purchase Orders, Invoices, VAT and Payment

**Invoices: Invoices will be raised shortly after we have received your booking form. Therefore, if your organisation requires a purchase order number to be quoted on its invoice, please do not submit your booking until you can supply a valid PO number.**

**Reservations: To secure your place we must receive:**

* **payment OR an official purchase order OR a form signed by an authorised signatory**

**Please be aware that if no payment or official purchase order or other contractually binding document has been received when numbers are finalised with the venue, then your place will be lost.**

**VAT: is not payable as EHN is not VAT registered.**

**Payment methods: Payment can be made by BACS, Cheque or Credit Card. All card payments will incur an additional 2% fee on the total invoice amount**

**Purchase Orders: If you need to raise a purchase order prior to being invoiced, for example because it is a requirement of your authority, then please quote the purchase order number on this booking form.**

**Please return booking form by email to: admin@ehnetwork.org.uk**