

## BOOKING FORM

### Property Finance Workshop – Wednesday, 30<sup>th</sup> March 2022

I would like to attend this event and I am:

**A member of the IPF – fee: £300 (exempt from VAT)**

**Not a member of the IPF – fee: £425 (exempt from VAT)**

Please complete the form below and return it to [hprescott@ipf.org.uk](mailto:hprescott@ipf.org.uk)

**Attendee name**

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**Company**

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**Address**

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**Telephone**

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**Email**

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**I wish to pay by (please tick box):**  **Credit Card**

I understand that I will be contacted in order to pay by credit card over the phone.

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#### **I agree to the following Terms and Conditions**

Bookings are accepted only in writing by completion of this form. Please include your email address – all communication – including updates or changes to the date, time, venue or speakers at the event, delegate/guest lists and presentations/feedback following the event is sent via email.

**Information given in this form will be recorded and held by the IPF for processing the booking and IPF marketing purposes only. We do not share this information with third parties for marketing purposes.**

Your name and organisation will be included in the list of attendees which will be circulated to other participants (including speakers etc. depending on the event). These details may also be used to provide you with a badge.

Note: It may be a requirement of the venue that they have the names of everyone attending. If this is the case we will have to share your name and organisation details, for the purposes of event security only.

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#### **Cancellation/Non-attendance**

##### **Terms and Conditions: COVID-19 RELATED MATTERS**

**Those attending must adhere to any government/Fladgate LLP restrictions in place at the time of the event.**

While there are currently no government restrictions on events of this type, we want to ensure the safety of everyone attending the workshop as much as possible. As part of this we will:

- Require the name, organisation and an email address for everyone attending to be sent to us no later than **Wednesday, 16<sup>th</sup> March**. These details will only be used by the IPF (and the email address will not appear in the list of host/guest names – see separate terms). The email addresses will be held for 21 days after the event in case the IPF needs to contact everyone to inform them of a positive Covid-19 incident at the event. Where there are late changes in individual guests, these details must be provided to the IPF immediately.
- If necessary, we will use the contact details to send any further relevant information, e.g., details of updated access and exit arrangements, to everyone directly prior to the event.
- If you (or your guests) have Covid-19 symptoms or suspect that you may have Covid-19, please do not attend. Please take a lateral flow test on the day before or the day of the event and attend only if the result is negative. After the event, we ask that you take a lateral flow test within three or four days and report any positive results to the IPF as soon as possible.

**Should government and/or Fladgate Covid-19 restrictions and requirements change, these terms and conditions will change accordingly. We will notify you of these changes.**

**Cancellation of the event due to Covid-19:** if government guidelines change so significantly that we are unable to run the event, any payment made to the IPF will be refunded in full.

**Please Note: Neither the IPF nor Fladgate accept any responsibility or liability for a Covid-19 incidence as a result of holding the event.**

Please also refer to the [IPF Privacy Notice](#) on our website. If you have any further queries, please call 07425 282 559.