



MIDLANDS

Midlands Dinner 2021

Thursday
30 September

ICC, Broad Street, Birmingham

18:30 Pre-Dinner drinks • 19:30 Dinner

Black Tie

Ticket price: £115 +VAT

£138 inclusive of VAT @ 20% per person.
The ticket price excludes wine and other beverages.

IPF members may book tables for the
IPF Midlands Annual Dinner by completing
the form overleaf.



Terms and Conditions: COVID-RELATED MATTERS

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

While there are currently no government restrictions on events of this type, we are carrying out an extensive risk assessment with the ICC to maximise the safety of everyone attending the Dinner as much as possible. As part of this, we will:

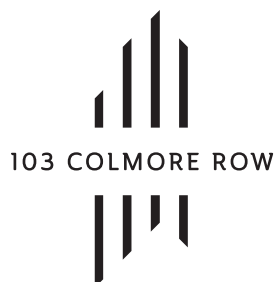
- Restrict the maximum capacity to 400 places (usually this is 620). This enables us to increase the spacing between tables and allows us to have more space for post-Dinner drinks at the back of the room, reducing overall crowding when networking. We will also be limiting the number of people seated at each table to 10 and using the ICC's larger tables where possible.
- Require the name, organisation and an email address for each host and guest to be sent to us no later than **Thursday 16 September**. These details will not be shared before the event (and the email address will not appear in the list of host/guest names – see separate terms overleaf). The details will be held for 21 days after the event in case the IPF needs to contact everyone to inform them of a positive Covid notification at the event. Where there are late changes in individual hosts/guests, these details must be provided to the IPF immediately – failure to do so may mean that we are unable to allow admittance to the event. We expect hosts to send a ticket for the event (which we will supply) to all their guests, not least because it will provide Covid-related information.
- If necessary, use the contact details to send any relevant information, e.g., details of updated access and exit arrangements, to everyone directly prior to the event.
- Ask you and your guests to follow the following protocols, both to reduce the risk and to show sensitivity to those who may feel more vulnerable or less confident:
 - If you (or your guests) have Covid symptoms or suspect that you/they may have Covid, please do not attend (regardless of whether you/they have been pinged).
 - Even if you (or your guests) do not have Covid symptoms, 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 and your guests take a lateral flow test within three or four days and report any positive results to the IPF as soon as possible.
 - Please avoid handshakes, kisses and other physical contact that may make others uncomfortable

Pre-Dinner drinks: these will be held on the registration area of the ICC and to minimise crowding at the bars, we recommend that companies booking a table/or tables also book a hosted bar. There is no additional charge for these however there is a minimum spend of £80 +VAT but any beverages that are not consumed will be taken to the host tables. Hosted bars will be allocated on a first come, first served basis. The IPF will endeavour to notify hosts in advance as to the location of their hosted bar so they can inform their guests.

Cancellation of the event due to Covid: 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.

As stated above, the IPF and the ICC are putting measures in place to substantially reduce the risks associated with Covid. However, neither the IPF nor the ICC accept any responsibility or liability for a Covid incidence as a result of holding the event.

This event is kindly sponsored by:



LLOYDS BANK

Booking Form

Investment Property Forum Midlands Dinner 2021

STANDARD TERMS AND CONDITIONS

- Organisations wanting one table will need to have one IPF member in the Midlands. Those organisations wanting two tables will need to have a minimum of one member in the Midlands and no fewer than four more members in the Midlands and/or other UK regions.

- Bookings are accepted in the order of receipt of an emailed signed booking form.

- Full tables will be for 10 only and must be booked by an IPF member. The IPF will accept bookings for fewer tickets than a full table. Where these are accepted, they will be allocated to a 'shared' table, the composition of which, in terms of other organisations, cannot be guaranteed. Any such tickets must be booked by an IPF member.

NOTE: no booking exists until you have received a confirmation email from the IPF.

- Unless otherwise stated, information given in this form will be recorded and held by the IPF for accounting and IPF marketing purposes only. We do not share this information with third parties for marketing purposes.

- Payment is required with the booking unless an invoice has been requested. Any request for an invoice must include full details as to the correct addressee and address, together with the purchase order number, if appropriate.

All payments for tickets must be received no later than 7 days before the date of the event.

- Cancellations must be made in writing and will be subject to a 10% administration charge.

No refunds can be made for cancellations received after Thursday 16 September 2021.

- The IPF accepts no responsibility for the views or opinions as expressed by the speakers, chairman or any other persons at the event. Any speaker may be changed at any time and without prior notice. No refunds or discounts are payable should this be the case.

- Please note that wine and special dietary requirements must be arranged directly with the ICC. The required forms and contact details will be supplied to you prior to the event. Some special dietary requirements, e.g., Kosher meals, are likely to be subject to an additional charge, which is payable before the event date. Any changes to dietary requirements made at the event may be subject to an additional charge, which will be added to your final table bill. The IPF is not responsible for these charges.

- Host and guest names for inclusion in the Dinner Guest List:

The host company is responsible for obtaining express permission from their guests to include their name and company details (if any) in the Guest List. Only names where permission has been granted will be included. These details will not be used by the IPF for any other purposes.

First, last and company names only will be taken from the list mentioned in the 'COVID-RELATED MATTERS' overleaf. The combined list of host and guest names (with table numbers) will be circulated to all attendees just prior to the event

Any changes or substitutions made after **16 September** are not guaranteed to be included in the listing.

- The IPF's Privacy Notice – www.ipf.org.uk/privacy-notice.html – also applies to this booking.

To book, please complete and return this form by email to Barbara Hobbs: Email bhobbs@ipf.org.uk. Please note that we will only be accepting booking forms by email this year.

IPF Member _____

Host name (if different from IPF member) _____

Company _____

Address _____

Postcode _____

Tel _____

Fax _____

Email _____

Admin contact _____

Tel _____

Admin contact email _____

I have read and agree to the Covid-Related Matters and the Standard Terms and Conditions.

Signed _____

Print name _____

Date _____

Please reserve _____ table(s) of 10 places @ £115 + VAT per person, or

Please reserve _____ ticket(s) @ £115 + VAT per ticket for a shared table.

Please invoice me Complete invoice details if different from those of the host above:

Company (to be invoiced) _____

Address _____

Postcode _____

Signed _____

Purchase Order No. (if any) _____

Name _____

Date _____

Credit/Debit card payments

The IPF Executive are currently working remotely so, for security reasons, if you would like to pay by credit/debit card please call Barbara Hobbs – 07584 714229 – who will be able to take card details over the phone.

Please note that the following information, in addition to the card number, expiry date and security code, will be needed:

- Name of the card holder exactly as it appears on the card
- Full address of the card account holder

Unfortunately we are unable to accept payment by Amex card.

NOTE: once payment has been processed your credit card details are destroyed