**Event booking and admin service**

IHBC Enterprises Limited can offer an event booking and administration service to IHBC branches at the preferential non commercial rates shown below.

**Variable rate option** (plus VAT which will be payable at current rate)

* Up to 50 delegates £300

 *(set up costs remain high even with lower delegate numbers)*

* Up to 100 delegates £330
* Over 100 delegates £370

This option includes:

1. Electronic booking service with conference information on branch page of IHBC website and on IHBC events calendar - [Upcoming Events (ihbc.org.uk)](https://events.ihbc.org.uk/?post_type=tribe_events)
2. All delegate fee payments to be made by debit/credit card at the time of booking to IHBC Enterprises.
3. Tiered rate for members and non members
4. Emailed joining instructions (provided by the Branch) to delegates
5. Preparation of delegate list ready for printing by the branch

**Fixed rate option** (plus VAT which will be payable at current rate)

* £500 regardless of delegate numbers, this is an enhanced service which includes a dedicated website for the event (see Event Website and Booking Guidelines for terms and conditions)

This option includes:

1. Electronic booking service with standard website for all conference details (see separate page for guidelines)
2. Emailed joining instructions (provided by the Branch) to delegates (see separate page for guidelines)
3. All delegate fee payments to be made by debit/credit card at the time of booking to IHBC Enterprises.
4. Tiered rate for members and non members
5. Preparation of delegate list ready for printing by the branch
6. All information for programme details for website must be provided by branch in advance (see separate page for guidelines)

**Terms for both options**

1. The Branch should submit a completed event information template before any promotion will be carried out and this should be done at least four weeks before the date of the event
2. Does not include changes to delegate rate during the booking period, for example - early bird and standard rates
3. Does not include any supplementary charges to standard delegate fees, for example - additional fees for tours
4. Does not include any hybrid meeting support
5. Settlement of any bills by IHBC Enterprises will be re-invoiced to branch funds (see also item 8)
6. All profits can be held by branch
7. IHBC or IHBC Enterprises does not underwrite loss and the fee is still payable if the conference is not successful
8. All information for joining instructions must be provided by branch in advance. (see separate page for guidelines)
9. Does not include any printing or carriage
10. Does not include hire of venue or payment of venue costs
11. Does not include management of speakers
12. Does not include for any IHBC Enterprises presence at the event – all work will be done remotely

**Optional Extras** (plus VAT which will be payable at current rate)

* changes to delegate rate during the booking period (ie early bird and standard) £75
* Drawing up and sending by email a feedback survey to delegates £75
* Any supplementary charges to standard delegate fees, for example - additional fees for tours £75
* Weekly spreadsheet update of bookings £50
* Any additional email circulations to delegates £30
* Raising invoices for delegates/organisations unable to pay by card £50