

Acknowledgements

You will be sent an email acknowledging that your booking form and cheque have been received. However, confirmation of your place on the conference will be emailed one week after the close of booking. Please specify on the application form if you would prefer to receive these details by post.

Additional handbooks

Those attending the conference receive one copy of the handbook. Additional copies may be purchased by delegates for £5, to be collected at the conference. If you are unable to attend the conference but would still like to receive a handbook, this may be purchased for £7.50, including postage. Please specify your requirements on the booking form.

Special requirements

Please notify the conference secretary of any special requirements you may have. This must be on or enclosed with the application form.

Late applications/Cancellations

Late applications can only be considered if a vacancy arises from a cancellation. Cancellations made after the close of registration render those members liable for any costs that the group cannot recover, with a minimum cancellation charge of £5.

Student bursary

A bursary for the full cost of the conference is available for students or professionals at the start of their career. Apply to the secretary, Ms C. Jeffery (secretary@vag.org.uk). **Closing dates for bursary applications is March 3rd 2017.** Those awarded a bursary should return their booking form directly to the Conference Secretary as soon as they have been notified of their award.

All enquiries regarding bookings and cancellations should be directed to the Spring Conference Secretary

VERNACULAR ARCHITECTURE GROUP

SPRING CONFERENCE 2017

Tuesday 11th – Saturday 15th April



Kingsbury Barn, St. Albans

HERTFORDSHIRE

Introduction

The 2017 Spring Conference will look at one of England's least known counties, but one which has been influenced by the proximity of natural features such as the Chiltern Hills, by the city of London and the presence of one of the great, and most ancient monasteries in England. The conference will be based in Hoddesdon, in the south-eastern corner of the county.

Programme

- Tuesday: Registration from 2pm; evening meal at 7pm; evening lecture on the county of Hertfordshire at 8.15pm
- Wednesday: The monastic landscapes of Western Hertfordshire: visits to the ancient city of St Albans and the surrounding areas.
- Thursday: The pull of greater Essex: The guested town of Ware and the landscapes of East Hertfordshire.
- Friday: Small towns and great barns: Ashwell and north Hertfordshire.

Evening speakers will include Lee Prosser, Anne Rowe, Andrea Kirkham and John Walker

Accommodation

Accommodation is at High Leigh Conference Centre, a splendid Victorian mansion set in 40 acres of grounds in Hoddesdon, which is well connected by road and rail. Parking will be available at the Centre for car drivers. Maps will be made available. All rooms will be allocated and charged as singles; however, please indicate on your form if you would prefer double occupancy.

Guests

Numbers attending the conference are limited. If the spaces available are filled by members, guests will not be able to attend. If there are unfilled places:

- affiliated groups may nominate a member to attend at the standard fee
- members attending the conference may introduce a guest at a £5 premium to the standard fee

Conference fees and payment details

Resident (en-suite)	£400/£405 guest
Non-resident [includes lunch and evening meals]	£300/£305 guest

Additional handbooks (to be collected at the conference)	£5 each
Handbook for those unable to attend (incl. postage)	£7.50

Cheques must be made out to 'The Vernacular Architecture Group'. They may be post-dated to **March 10th 2017**. Guests' fees should be paid with a separate cheque. Cheques will not be cashed until your place on the conference is confirmed.

NO BOOKING WILL BE ACCEPTED WITHOUT A CHEQUE

The closing date for applications is March 10th 2017.

Please return your application form and cheque to:

Jane Briscoe (Spring Conference Secretary), 11 Pondfield Lane, Brentwood, Essex, CM13 2BY

Third party payment

If your expenses are being paid by a third party please send a cheque for the full fee as a deposit, and a note of the circumstances. The cheque will held until the third party payment arrives which should be within two months of the conference.

Please note: the VAG will **not** invoice your place of work so most people find it simpler to claim directly from their funder.

Receipts

Receipts will be issued on request. To receive a receipt, please enclose an SAE with your application form.

ADDITIONAL INFORMATION

Applications are not considered on a first-come-first-served basis. In the event that the conference is oversubscribed, attending delegates will be chosen at random and those not getting a place will be notified immediately.

Notes on health and safety (continued)

Beware of unguarded landings or trap doors, and of tripping or puncturing hazards.

Avoid inadequately lit areas unless you have a torch.

Floor loading

If you have been advised in advance of a maximum number of members who can be admitted to upper floors at any one time, neither the property owners, occupiers, nor the organisers can accept responsibility for damage or injuries caused by overcrowding or overloading. Please vacate such areas as promptly as is reasonably possible to allow others the time to follow.

Vermin etc

It is always advisable to wash your hands or use an antibacterial wipe/gel after handling surfaces that might have been in contact with vermin or hazardous materials.

Notes on our relationship with householders

Access

Access may be full or partial at the discretion of the householder. The level of access will be indicated in the handbook and will be evident within the house, either by open doors or signs. **A closed door means no access. Please obey without question any request from a householder or their representatives.**

Bags and rucksacks

Please note that **bags and rucksacks may not be taken inside private houses** as serious damage may result. Such damage causes distress to the owners, embarrassment for the local organisers, extra work for the committee members, and increased insurance fees for the VAG.

VAG SPRING CONFERENCE 2017, April 11th – 15th APPLICATION FORM

NAME

ADDRESS

.....

..... **POSTCODE**.....

TEL. NO.

EMAIL (please write clearly)

All further information will be sent by email unless otherwise requested

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NAME AND PLACE OF ORIGIN (county or country) as you would like it printed on your name badge

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I / We would like to book resident / non resident places

I would like to book guest resident/non-resident places

(Please include a separate cheque for the guest's fee)

I would like **additional** copies of the handbook @ £5 each

I will **not** be attending the conference,
but I would like to purchase a handbook £7.50 (incl. p&p)

I enclose cheque(s) for £

I would like to receive a receipt **and enclose a stamped, addressed envelope with my application**

I would like my cheque to be held until alternative payment is received from a third party

Third Party Details.....

NAME AND ADDRESS OF GUEST

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.....

ADDITIONAL INFORMATION

I am a qualified first-aider and am happy to be called upon if necessary

I would like to receive further information by post

I require step-free access to my room

I require a vegetarian/vegan diet (delete as appropriate)

I require a lactose-free diet

I require a gluten-free diet

Other dietary requirement (please specify)

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OTHER REQUIREMENTS

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I have read and will be mindful of the notes that accompany this booking form, including the note about bags and rucksacks.

SIGNED **DATE**

**Please return this form to the Spring Conference Secretary
no later than March 10th 2017**

**VAG SPRING CONFERENCE
Notes on health and safety during visits**

The VAG hopes that you will have a safe, comfortable and enjoyable conference. Please read the following notes to help you in that regard.

During visits to properties you should be vigilant for your own safety at all times.

Bring appropriate clothing, footwear and equipment

Please be prepared for cold or wet weather. Bring appropriate footwear for muddy conditions in farmyards and fields or on wet days. Some householders ask for outdoor shoes to be removed: to cater for this possibility many members bring alternative indoor footwear. You might find a torch useful.

Please do not smoke inside properties.

Before entering a property

When boarding or alighting from coaches or minibuses take care on the steps, and be aware of any passing traffic.

Avoid ponds, streams, ditches, open drains etc – photographers take special note.

Inside buildings

For your own safety you should be aware of potential hazards such as low doorways and beams, steps and other changes of floor levels, slippery floor surfaces and coverings etc. Many old houses have steep, narrow or winding stairs that require extra care.

Attics and upper floors

If a ladder or stepladder has been offered by the householder to facilitate access to attics or upper floors, ensure that it is safe and secure before using it. Such facilities are offered for those members who feel confident that they are fit, able and competent to use them.

