

### Acknowledgements

You will be sent an email acknowledging that your booking form and cheque have been received. No later than one week after the deadline a confirmation of your place on the conference will also be emailed. If you do not receive this, please check your spam/junk folder in your email inbox before contacting the Spring Conference Secretary.

### 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. Those unable to attend but would still like to receive a handbook may purchase this 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

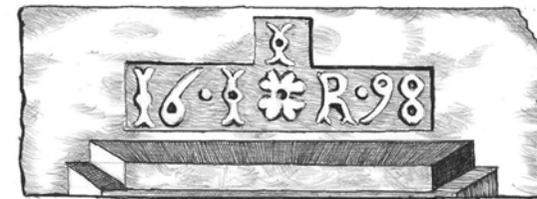
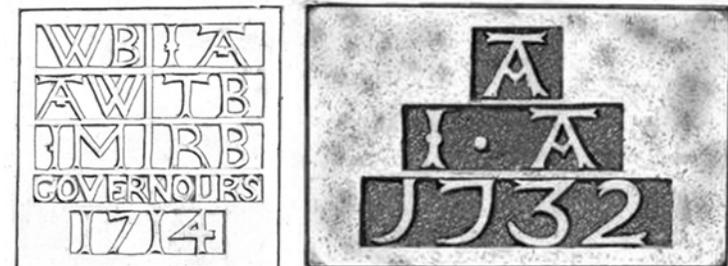
A bursary for the full cost of the conference is available for students or professionals at the start of their career. Apply to the secretary, Ms Claire Jeffery ([secretary@vag.org.uk](mailto:secretary@vag.org.uk)). **Closing dates for bursary applications is 15<sup>th</sup> March 2020.** Those awarded 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 ([spring-conference@vag.org.uk](mailto:spring-conference@vag.org.uk) / 07964882225)**

# VERNACULAR ARCHITECTURE GROUP

**SPRING CONFERENCE 2020**

Tuesday 21st – Saturday 25th April



**Greater Manchester**

## Introduction

The 2020 Spring Conference will be based in the Greater Manchester area.

## Programme

Tuesday registration opens from 2pm, the evening meal is at 7pm, the evening lecture starts at 8pm. Wednesday's programme will start at Stockport's historic medieval town centre and then move to the village of Warburton. Thursday will look at the halls and barns of north Manchester and on Friday we will travel to Fairfield Moravian settlement, and then to several halls south of the city. Evening speakers are Michael Nevell, giving an introduction to the area, Kevin Illingworth talking about vernacular building features in the region, Paul Hartley conserving vernacular buildings in Stockport, and Carolanne King on the Greater Manchester graffiti survey.

## Accommodation

Our base will be the Bredbury Hall Hotel in Stockport located only 2 miles from the M60. Although the hall has been replaced by the modern hotel buildings a cruck barn survives on site. Access is being arranged with the hotel. Accommodation will be allocated based firstly on mobility (see below), and then individual rooms will be randomly allocated.

## Travel

The hotel has plenty of parking for cars. Those wishing to arrive by train will find Bredbury station is just over a mile away and is on the Sheffield-Manchester line. Stockport station is also not far and both can be reached by bus from the hotel. More travel information will be provided in your delegate pack. Maps can be made available on request.

## 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 or, members attending the conference may introduce a guest at a £5 premium to the standard fee.

## Conference fees and payment details

Resident place (single occupancy)	£400/£405 guest
Resident place (double occupancy) per person	£350/£355 guest
Non-resident [includes lunch and evening meals]	£220/£225 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 **27<sup>th</sup> March 2020**. 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 27th March 2020.**

---

Please return your application form and cheque to:

**Lauren Wilson** (Spring Conference Secretary), 5 Scotney Way,  
Thrapston, Northamptonshire NN14 4SA

---

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

## **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 2020, April 21st – 25th  
APPLICATION FORM**

**PLEASE FILL OUT THE BELOW IN BLOCK CAPITALS, THANK YOU.**

**NAME & PLACE OF ORIGIN** (as to appear on your name badge)

.....

**ADDRESS**.....

.....

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

**TEL. NO.** .....

**EMAIL** (to only be used for information regarding the conference)

All further information will be sent by email unless otherwise requested

.....

**NAME AND ADDRESS OF GUEST** (WHERE DIFFERENT FROM ABOVE)

.....

.....

---

I / We would like to book:

.....resident (single occupancy) member / guest @ £400/405

.....resident (double occ.) member / guest @ £350/355 each

.....non-resident member / guest place @ £220/225

**(Please include a separate cheque for the guest fee)**

.....additional copies of the handbook @ £5 each

.....a non-attendeo 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.....

**ADDITIONAL INFORMATION**

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

I would like to receive all further information by post only

I require step-free access to my room

**DIETARY REQUIREMENTS**

(Please list below, if this form is for two people please note which this refers to)

.....

.....

.....

**OTHER REQUIREMENTS**

.....

.....

.....

*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 27th March 2020**

**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*

**Some limited track walking is involved and please be prepared for cold or wet weather.** Bring appropriate footwear. Some householders ask for outdoor shoes to be removed: to cater for this possibility some 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.