



Headline Partner



BRINGING BUSINESS TOGETHER

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# VENUE PARTNER

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QUESTIONNAIRE

The background of the lower half of the page features a repeating pattern of the Leicester Business Festival (LBF) logo in various colors (white, light green, purple, blue) and orientations, creating a textured, collage-like effect.

Please confirm your twitter handle: Facebook @The Wycliffe Rooms

### Venue Details

Venue Name:	The Wycliffe Rooms
Venue Address:	Wycliffe Rooms (Freemasons hall), George Street, Lutterworth, Leicestershire, LE17 4ED
Enquiry/Booking Name:	Jamie Newark
Enquiry/Booking Email:	<a href="mailto:Liveatthelodge2@gmail.com">Liveatthelodge2@gmail.com</a>
Enquiry/Booking Phone:	07857242976
Website:	Thewyclifferrooms.co.uk
Please provide details of the offer available to Leicester Business Festival Event Organisers:	Event space for hire
Venue Spaces: (Please attach any brochures that you may have available)	Meeting rooms within a commercial building ✓ Conference centre / dedicated event facilities ✓ Theatre ✓
COVID-19 Policies: (Are any restrictions etc. currently in place due to COVID-19?)	Yes, temperature checks on entry, capacity limitations, social distancing in all events space and café space.
Venue layout options:	Boardroom ✓ U-Shape ✓ Theatre ✓ Classroom ✓ Cabaret ✓

Capacity	<p>Please specify capacity and indicate if there are multiple rooms available:</p> <p>Auditorium – 200 capacity seated Community Room – 100 seated</p>
Do you have car parking facilities?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify no. of Spaces: 31 Are there any costs? (please specify): £2.00 unlimited (payable upon exit)</p>
Can you offer any AV (Audio/Video) Equipment?	<p>Screen <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> PA System <input checked="" type="checkbox"/> Laptop <input checked="" type="checkbox"/> Other (please specify): Fixed lighting</p>

### Refreshments

Are you able to provide refreshments?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Can you provide any pictures of the space available?



Please note all costs are to be agreed between the Event Organiser and the Venue Partner. The festival organisers (Associate Events) are not responsible for any costs incurred for any events within the Festival programme.

Please return the completed form to [hello@leicesterbusinessfestival.com](mailto:hello@leicesterbusinessfestival.com).  
Tel: 0116 464 5995