

Venue Partner Questionnaire

Thank you for supporting the Leicester Business Festival (2nd – 13th November 2020). The festival relies on local businesses and venues offering their meeting space, either free of charge or at highly discounted rates, to enable festival events to take place.

We would be grateful if you could complete the following form, so that Event Organisers are able to see the facilities available to them.

Please provide the following items straight away, so that we can start to promote your involvement in the business festival and add you to the Venue Partners Page:

Please attach your Company Logo (as an eps file preferably, or jpeg, with any brand guidelines)	
Please confirm your twitter handle:	@NovotelLeic

Venue Details	
Venue Name:	Novotel Leicester
Venue Address:	2 Great Central Square, Leicester, LE1 4JS
Enquiry/Booking Name:	Nikki Wilson
Enquiry/Booking Email:	Nikki.wilson@accor.com
Enquiry/Booking Phone:	07702 223748
Website:	https://www.novotelleicester.com/
Please provide details of the offer available to Leicester Business Festival Event Organisers:	Each inquiry will be handled upon receipt where possible we will agree to free room and charge for food if applicable
Venue Spaces: <i>(Please attach any brochures that you may have available)</i>	Meeting rooms within a commercial building <input type="checkbox"/> Conference centre / dedicated event facilities <input checked="" type="checkbox"/> Hotel <input checked="" type="checkbox"/> School / College / University <input type="checkbox"/> Theatre <input type="checkbox"/> Other (please specify):



Venue layout options:	Boardroom <input checked="" type="checkbox"/> U-Shape <input checked="" type="checkbox"/> Theatre <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Cabaret <input checked="" type="checkbox"/>
Capacity	Please specify capacity and indicate if there are multiple rooms available: Westmoreland Suite* Hillfield Suite** Haremead Suite** New Star Suite** Davenport – Fixed Boardroom 14max Dinglen Suite** *This rooms is a combination of Hillfield / Haremead / New star and Davenport **All rooms are interconnecting and can be opened up to make larger room configurations
Do you have car parking facilities?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please specify no. of Spaces: 120 Are there any costs? (please specify): £10
Can you offer any AV (Audio/Video) Equipment?	Screen <input checked="" type="checkbox"/> This is a 72" TV screen in each room which can be wirelessly streamed to from a laptop. Projector <input checked="" type="checkbox"/> Flipchart <input checked="" type="checkbox"/> PA System <input type="checkbox"/> Laptop <input type="checkbox"/> Other (please specify): <i>(Please also state if there will be any charges for the items listed above) Flip charts above 1 per room chargeable at £15 per additional flip chart required</i>

Refreshments



Are you able to provide refreshments?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Please also state if there will be any charges applicable)
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Can you provide any pictures of the space available?

Novotel Event Space <https://my.matterport.com/show/?m=Q92Lrn82jrt>

Novotel Bedrooms <https://my.matterport.com/show/?m=2TL4PoDfkyW>

Novotel Reception & Restaurant <https://my.matterport.com/show/?m=k54c8zPmwy7>

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.

Tel: 0116 464 5995

