



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, teal) and orientations, creating a textured, collage-like effect.

Please confirm your twitter handle:	@menphysuk
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### Venue Details

Venue Name:	The Menphys Hub
Venue Address:	Bassett Street, South Wigston, LE18 4PE
Enquiry/Booking Name:	Suzy Bown
Enquiry/Booking Email:	<a href="mailto:suzy.bown@menphys.org.uk">suzy.bown@menphys.org.uk</a>
Enquiry/Booking Phone:	01455 323020
Website:	<a href="http://www.menphys.org.uk">www.menphys.org.uk</a>
Please provide details of the offer available to Leicester Business Festival Event Organisers:	Community Hub with a large main hall and several meeting rooms. Café on site. Tables, chairs and a stage can be set up as required.
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 type="checkbox"/> School / College / University <input type="checkbox"/> Theatre <input type="checkbox"/> Other (please specify):
COVID-19 Policies: <i>(Are any restrictions etc. currently in place due to COVID-19?)</i>	Mask policy, social distancing.

Venue layout options:	Boardroom <input checked="" type="checkbox"/> U-Shape <input checked="" type="checkbox"/> Theatre <input checked="" type="checkbox"/>
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	<p>Classroom <input checked="" type="checkbox"/></p> <p>Cabaret <input checked="" type="checkbox"/></p>
Capacity	<p>Please specify capacity and indicate if there are multiple rooms available:</p> <p>Main hall – 100, 4x Rooms – 30 in each</p>
Do you have car parking facilities?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Free of charge</p>
Can you offer any AV (Audio/Video) Equipment?	<p>Screen <input checked="" type="checkbox"/></p> <p>Projector <input checked="" type="checkbox"/></p> <p>Flipchart <input checked="" type="checkbox"/></p> <p>PA System <input type="checkbox"/></p> <p>Laptop <input type="checkbox"/></p> <p>Other (please specify):</p> <p><i>(Please also state if there will be any charges for the items listed above)</i></p>

## Refreshments

Are you able to provide refreshments?

Yes  X (Charge applies) No

Café on site

Pre-booked:

Tea, coffee, juice & biscuits at £1.50 pp (10 x pax minimum)

Sandwiches & crisps at £3.50 pp (10 x pax minimum)

Can you provide any pictures of the space available?

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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