

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 Organizers 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)



CATTHORPE
MANOR ESTATE
 COUNTRY HOUSE HOTEL & RESTAURANT

Please confirm your twitter handle: @catthorpemanor

Venue Details

Venue Name:	Catthorpe Manor Estate & Hotel
Venue Address:	Lilbourne Lane, Catthorpe, Near Lutterworth, Leicestershire LE17 6DF
Enquiry/Booking Name:	Lisa Byrne



Enquiry/Booking Email:	lbyrne@cathorpemanor.co.uk
Enquiry/Booking Phone:	01788 860599
Website:	www.cathorpemanor.co.uk
Please provide details of the offer available to Leicester Business Festival Event Organisers:	We would like to offer complementary meeting space for the Festival
Venue Spaces: <i>(Please attach any brochures that you may have available)</i>	<p>Meeting rooms within a commercial building <input type="checkbox"/></p> <p>Conference centre / dedicated event facilities <input checked="" type="checkbox"/></p> <p>Hotel <input checked="" type="checkbox"/></p> <p>School / College / University <input type="checkbox"/></p> <p>Theatre <input type="checkbox"/></p> <p>Other (please specify):</p>



Venue layout options:	Boardroom <input checked="" type="checkbox"/> U-Shape <input checked="" type="checkbox"/> Theatre <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Cabaret <input checked="" type="checkbox"/>																
Capacity	Please specify capacity and indicate if there are multiple rooms available: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;">Cabaret</th> <th style="width: 15%; text-align: center;">Theatre</th> <th style="width: 10%; text-align: center;">Boardroom</th> </tr> </thead> <tbody> <tr> <td>The Garden Room</td> <td style="text-align: center;">30</td> <td style="text-align: center;">70</td> <td style="text-align: center;">26</td> </tr> <tr> <td>The Old Library</td> <td style="text-align: center;">18</td> <td style="text-align: center;">30</td> <td style="text-align: center;">14</td> </tr> <tr> <td>The Banqueting Suite</td> <td style="text-align: center;">180</td> <td style="text-align: center;">250</td> <td></td> </tr> </tbody> </table>		Cabaret	Theatre	Boardroom	The Garden Room	30	70	26	The Old Library	18	30	14	The Banqueting Suite	180	250	
	Cabaret	Theatre	Boardroom														
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The Banqueting Suite	180	250															
Do you have car parking facilities?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please specify no. of Spaces: Are there any costs? (please specify): Free carparking up to 80 cars																
Can you offer any AV (Audio/Video) Equipment?	Screen <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Flipchart <input checked="" type="checkbox"/> PA System <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Other (please specify): <i>(Please also state if there will be any charges for the items listed above)</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) There would be additional cost of £3.95 per person per serving
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Can you provide any pictures of the space available? Yes <https://youtu.be/CDLjaLxqpy0>





Headline Partner



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

