

## 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:	@nwslc_official

Venue Details	
Venue Name:	North Warwickshire and South Leicestershire College
Venue Address:	MIRA Technology Institute, MIRA Technology Park 1 Eastern Avenue, Nuneaton CV10 0UX
Enquiry/Booking Name:	
Enquiry/Booking Email:	<a href="mailto:enquiries@nwslc.ac.uk">enquiries@nwslc.ac.uk</a>
Enquiry/Booking Phone:	0330 058 3000
Website:	www.nwslc.ac.uk
Please provide details of the offer available to Leicester Business Festival Event Organisers:	Conference centre Meeting rooms  <b>Please note: This is subject to government advice at the time and the College being open in light of the pandemic.</b>
Venue Spaces: (Please attach any	Meeting rooms within a commercial building <input type="checkbox"/> Conference centre / dedicated event facilities <input type="checkbox"/> Hotel <input type="checkbox"/>





Headline Partner



<p><i>brochures that you may have available)</i></p>	<p>School / College / University <input checked="" 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 checked="" type="checkbox"/> Cabaret <input checked="" type="checkbox"/>
Capacity	Please specify capacity and indicate if there are multiple rooms available: Multiple rooms. Capacity depends on layout and location
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): Number of spaces depends on location. Parking is £1 per day
Can you offer any AV (Audio/Video) Equipment?	Screen <input type="checkbox"/> Projector <input checked="" type="checkbox"/> Flipchart <input 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) Charges apply depending on requirements.
---------------------------------------	--

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.





Headline Partner



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

