

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:	@FurnleyHouse

Venue Details	
Venue Name:	Furnley House and Asset Intelligence
Venue Address:	340 Melton Road, Leicester, LE4 7SL
Enquiry/Booking Name:	Helen Ibbotson
Enquiry/Booking Email:	Helen.ibbotson@furnleyhouse.co.uk
Enquiry/Booking Phone:	0116 269 6311
Website:	https://www.furnleyhouse.co.uk/ https://www.asset-intelligence.com/
Please provide details of the offer available to Leicester Business Festival Event Organisers:	Our flexible event space, 340 Degrees, is upstairs in our offices and is suitable for up to 40 guests. It includes TV screens, separate toilets, and a bar area. The space can be arranged in round tables and board room style or open plan for networking events.
Venue Spaces: <i>(Please attach any brochures that you may have available)</i>	Meeting rooms within a commercial building <input checked="" type="checkbox"/> Conference centre / dedicated event facilities <input type="checkbox"/> Hotel <input type="checkbox"/> School / College / University <input type="checkbox"/>



	Theatre <input type="checkbox"/> Other (please specify):
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Venue layout options:	Boardroom <input checked="" type="checkbox"/> U-Shape <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Cabaret <input type="checkbox"/>
Capacity	Please specify capacity and indicate if there are multiple rooms available: Maximum 40
Do you have car parking facilities?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please specify no. of Spaces: 30 Are there any costs? (please specify): No
Can you offer any AV (Audio/Video) Equipment?	Screen <input checked="" type="checkbox"/> Projector <input type="checkbox"/> Flipchart <input 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)</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) Charge will be of the cost price
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Can you provide any pictures of the space available?

Please note this photo does not show all of the space





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

