

Intranet - (Company Confidential!)

Document Server - Approval Required

THE VENUE-TEAM

FREE VENUE FINDING

G18 Audley House, Northbridge Road, Berkhamsted, Hertfordshire, HP4 1EH
 Tel: 08445 007138 Fax: 08445 857007 Email: reservations@venueteam.co.uk Web: www.venueteam.co.uk
 IATA TIDS 96-0 31902

Urgent Proposal

To: Chris Orrell Date: **24/06/2008** - 17:37
 Company : HotelStay UK TVT Consultant : Tony Burder
 Phone : 08445 007 106 TVT Ref : TVT3822/1
 Email : chris.orrell@hotelstayuk.com Event Name : Annual Conference

Thank you for contacting VenueTeam with the following enquiry. Please see below for venue options held on your behalf until the date highlighted on the property details. I look forward to confirming your requirements in due course.

With kind regards

Tony Burder

Event Details

Event Date: **Monday 1st September 2008**
 No Days: 1
 Event Name: Annual Conference

MEETING ROOMS

Meeting Room: Main Room Room Layout: Theatre style Attendees: 75	Date: 01/09/2008 No Days: 1 Facilitators: 0	Programme: This event will commence from 09.00-17.00, timings are as follows: 08.45: Guests arrive, tea & coffee to be served. 09.00: Meeting to commence 10.30: Mid morning tea & coffee to be served 12.30: Break for lunch 13.30: Meeting to resume 15.30: Mid afternoon tea & coffee 17.00: Meeting to finish 17.00-19.00: Canapes & Drinks to be served.
Meeting Room: Drinks Reception Room Layout: Reception Attendees: 75	Date: 01/09/2008 No Days: 1 Facilitators: 0	Programme: The drinks reception will run from 17.00-19.00.

Billing: FULL ACCOUNT TO CLIENT

Current Options List

Options currently held for HotelStay UK

The Oval Conference Centre
The Brit Oval
Kennington
London
Greater London
SE11 5SS
United Kingdom

Option Review Date: **01/07/2008**
 Group: **Independent**
 Total Number of Bedrooms **0**
 Total Number of Meeting Rooms **24**
 Rating **N/A**
 Venue Website www.ovalevents.com

Notes: The Brit Oval, home to Surrey County Cricket Club, is one of the oldest Test match venues in the world, renowned as one of London's premier sporting venues. It is also home to the Oval Conference Centre and is the ideal location, an oasis in the City, perfect for conferences, dinners, award ceremonies, product launches and Christmas parties.

PLEASE NOTE: THE OVAL IS HELD ON 1ST OPTION.





Main Conference Room :

Suite A
 Minimum Numbers: 100
 Maximum Numbers: 50
 Air Conditioning: Yes
 Natural Day Light: Yes

DAY DELEGATE RATE IS PER PERSON AND INCLUDES:

Room Hire
 3 x Tea & Coffee
 Buffet Lunch
 Mineral water & Cordials
 OHP and Screen
 Flipchart & Conference Pads

Locations:

-  London - City Airport (7.3 Miles)
-  Vauxhall (0.5 Miles)
-  50 £15.00 (Per day)
-  0

Directions:

By Underground Vauxhall Station – Victoria Line Take the Victoria Line from the City or Central London to Vauxhall Underground Station. The Alec Stewart Gate is about a 5 min walk from the station. When leaving the station walk through the tunnel towards Kennington. Cross at the traffic lights and follow the road to the right which is the Harleyford Road as you walk up the road you will see the Oval Cricket Ground to your left and the Alec Stewart Gate is situated on the corner of the ground. Oval Station – Northern Line Take the Northern line from the City or Central London to Oval Tube Station. The Hobbs Gate entrance to the Pavilion End of the ground is 100 yards to your left on leaving the station. The Alec Stewart Gate entrance is further round to the left hand side of the Hobbs Gate down Harleyford Road. By Rail Take South West trains to Vauxhall Station, which is a short walk from the ground. The station is well served by trains from throughout Surrey and Hampshire as well as from the Greater London area. Connections include Clapham Junction and Waterloo. For further information on rail services visit the Transport for London website at www.tfl.gov.uk By Bus Route No's 36 and 185 stop outside the ground and other local services stop around the corner. For more information visit the Transport for London website as above. By Car The ground is situated on the A202, near the junction with the A3 and A24, just south of Vauxhall Bridge and 10 mins from Victoria and Waterloo. From the North Edgware road A5 – follow signs to Marble Arch then A202 Park Lane to Grosvenor Place, then follow signs to Vauxhall Bridge. After passing over the Thames go under the railway bridge and carry on forward. Follow the road round and turn left into Harleyford Road for Kennington and the Brit Insurance Oval. From the East Take the A202 heading for Kennington. From the South M25 – take junctions 6, 7, 8 or 9 then A22, A23, A24 or A243 and follow signs for Central London and for Kennington and the Brit Insurance Oval. From the West M3, M5, or A23 or A24 follow signs for Central London then Kennington or as directions for North.

Leisure Facilities On Site:

- Wedding Licence

**Leisure Facilities Nearby:**

- Places of Interest

Charges

Qty	Days/ Nights	Description	Published Rate (inc Tax)	Negotiated Rate (inc Tax)	Tax %	Amount (inc Tax)
75	1	Day Delegates	£ 75.00	£ 60.00	17.50 %	£ 4,500.00
75	1	Canape's	£ 25.00	£ 20.00	17.50 %	£ 1,500.00
75	1	Champagne Reception	£ 12.50	£ 10.00	17.50 %	£ 750.00
Savings achieved by booking with VenueTeam: £ 1,687.50 (Pounds Sterling)					Total ex Tax	£ 5,744.68
% Saving 20.00 %					Total inc Tax	£ 6,750.00
						(Pounds Sterling)
						(Pounds Sterling)

The Brewery
Chiswell St
London
London
EC1Y 4SD
United Kingdom

Option Review Date: **01/07/2008**
 Group: **Independent**
 Total Number of Bedrooms **0**
 Total Number of Meeting Rooms **7**
 Rating **N/A**
 Venue Website www.thebrewery.co.uk

*Notes:*The Brewery specialises in offering event organisers a unique space and service, with fresh ideas and exciting designs. Today, with Grade II preservation status and a City Heritage Award, the Brewery offers clients a unique environment - An historic site, with a modern attitude.

PLEASE NOTE: THE BREWERY IS HELD ON 1ST OPTION.

Main Conference Room :

Porter Tun
 Minimum Numbers: 120
 Maximum Numbers: 60
 Air Conditioning: Yes
 Natural Day Light: Yes

DAY DELEGATE RATE IS PER PERSON AND INCLUDES:

Room Hire
 3 x Tea & Coffee
 Buffet Lunch
 Mineral water & Cordials
 OHP and Screen
 Flipchart & Conference Pads

Locations:

 London - City Airport (6.1 Miles)

 Moorgate (0.1 Miles)

 0

 0



Charges

Qty	Days/ Nights	Description	Published Rate (inc Tax)	Negotiated Rate (inc Tax)	Tax %	Amount (inc Tax)
75	1	Day Delegates	£ 85.00	£ 75.00	17.50 %	£ 5,625.00
75	1	Canape's	£ 18.50	£ 18.50	17.50 %	£ 1,387.50
75	1	Champagne Reception	£ 12.00	£ 12.00	17.50 %	£ 900.00
Savings achieved by booking with VenueTeam: £ 749.99 (Pounds Sterling)					Total ex Tax	£ 6,734.05
% Saving 8.66 %					Total inc Tax	£ 7,912.51
						(Pounds Sterling)
						(Pounds Sterling)

The Dorchester Hotel
Park Lane
London
London
W1A 2HJ
United Kingdom

Option Review Date: **01/07/2008**
 Group: **Independent**
 Total Number of Bedrooms **250**
 Total Number of Meeting Rooms **9**
 Rating **N/A**
 Venue Website www.dorchesterhotel.com

Notes: The Dorchester is the place to meet and celebrate. Any event assumes a special distinction - a grand banquet or less formal luncheon, business meeting or conference, private party, dinner or wedding. Whether for 5 or 500 people, the organisation combines detail and imagination to ensure that every function is well remarked and happily remembered.

PLEASE NOTE: THE DORCHESTER IS HELD ON 2ND OPTION.

Main Conference Room :

Crystal Suite

Minimum Numbers: 80
 Maximum Numbers: 65
 Air Conditioning: Yes
 Natural Day Light: No

DAY DELEGATE RATE IS PER PERSON AND INCLUDES:

Room Hire
 3 x Tea & Coffee
 Buffet Lunch
 Mineral water & Cordials
 OHP and Screen
 Flipchart & Conference Pads

Locations:

 London - City Airport (8.6 Miles)

 London Marylebone (0.8 Miles)

 0

 0



Charges

Qty	Days/ Nights	Description	Published Rate (inc Tax)	Negotiated Rate (inc Tax)	Tax %	Amount (inc Tax)
75	1	Day Delegates	£ 95.00	£ 77.50	17.50 %	£ 5,812.50
75	1	Canape's	£ 15.00	£ 15.00	17.50 %	£ 1,125.00
75	1	Champagne Reception	£ 15.00	£ 11.50	17.50 %	£ 862.50
Savings achieved by booking with VenueTeam: £ 1,575.01 (Pounds Sterling)					Total ex Tax	£ 6,638.30
% Saving 16.80 %					Total inc Tax	£ 7,800.00
						(Pounds Sterling)
						(Pounds Sterling)

The Landmark Hotel
222 Marylebone Rd
London
London
NW1 6JQ
United Kingdom

Option Review Date: **01/07/2008**
 Group: **Independent**
 Total Number of Bedrooms **299**
 Total Number of Meeting Rooms **11**
 Rating **5 Stars**
 Venue Website www.landmarklondon.co.uk

Notes: The Landmark Hotel has 299 bedrooms and 10 meeting rooms with a maximum capacity of 380 theatre style. Business facilities are available for use by delegates.

This award winning venue boasts 1 restaurant and 1 bar.

PLEASE NOTE: THE LANDMARK IS HELD ON 1ST OPTION.

Main Conference Room :

The Ballroom
 Minimum Numbers: 125
 Maximum Numbers: 70
 Air Conditioning: Yes
 Natural Day Light: Yes

DAY DELEGATE RATE IS PER PERSON AND INCLUDES:

Room Hire
 3 x Tea & Coffee
 Buffet Lunch
 Mineral water & Cordials
 OHP and Screen
 Flipchart & Conference Pads

Locations:

 London - City Airport (9.3 Miles)

 London Marylebone (0 Miles)

 0

 0

Directions:

Please refer to www.landmarklondon.co.uk

Leisure Facilities On Site:

- Gym/Leisure Centre
- Spa
- Swimming Pool
- Sauna
- Jacuzzi
- Steam Room
- Wedding Licence

Leisure Facilities Nearby:

- Casino
- Tennis/Squash
- Places of Interest



Charges

Qty	Days/ Nights	Description	Published Rate (inc Tax)	Negotiated Rate (inc Tax)	Tax %	Amount (inc Tax)
75	1	Day Delegates	£ 80.00	£ 60.00	17.50 %	£ 4,500.00
75	1	Canape's	£ 27.50	£ 22.50	17.50 %	£ 1,687.50
75	1	Champagne Reception	£ 13.80	£ 13.80	17.50 %	£ 1,035.00

Savings achieved by booking with VenueTeam: £ 1,875.01 (Pounds Sterling)	Total ex Tax	£ 6,146.81
% Saving 20.61 %		(Pounds Sterling)
	Total inc Tax	£ 7,222.50
		(Pounds Sterling)

Further information and what to do next!

Please contact your Venue Team Consultant in relation to any of the following:

- **You would like to book one of the venues we have proposed** – Contact the Venue Team and confirmation will be sent simultaneously to both yourself and the venue confirming all the details of your event.
- **You would like to arrange a site visit at any of the venues suggested** –We will arrange the show rounds for you, providing you with maps and directions to ensure everything goes smoothly. We will be pleased to assist with these if required.
- **The date of the requirement has changed** – We will re-approach the venues with the new date on your behalf and amend the proposal.
- **You would like a few more choices** – We will always be pleased to expand your search and add these to the proposal
- **The event details have changed** – This is fine we will take the new details and get to work on a new proposal.
- **You have found a venue yourself and do not need the venues suggested** – No problem. Please let us know so that we can update the venues and release the space held. We hope that the event goes well and that we can help again in the future.

Contact details:

Tel: 08445 007138

Fax: 08445 857007

e-mail: reservations@venueteam.co.uk

Using our FREE Service: Our service is **guaranteed** to be completely **FREE** of charge to our clients. In fact due to our buying power we saved our clients over **23%** on the cost of their events last year. To view our terms and conditions click here <http://www.venueteam.co.uk/venue-team-contact-us.html#terms>