

Business Festival Venue Partner Form



Venue Details	
Company or organisation:	Sandwell college
Venue Name:	Sandwell College
Venue Address:	1 Spon Lane West Bromwich B70 6AW
Enquiry/Booking Name:	Sanjeev Gill
Enquiry/Booking Email:	Sanjeev.gill@sandwell.ac.uk
Enquiry/Booking Phone:	0121 667 5185
Website:	https://www.sandwell.ac.uk/
Venue Space: <i>(Please attach any brochures that you may have available)</i>	Meeting Rooms within commercial building <input checked="" type="checkbox"/> Conference Centre/Dedicated Event Facilities <input type="checkbox"/> Hotel <input type="checkbox"/> School/College <input checked="" type="checkbox"/> Theatre <input checked="" type="checkbox"/> Pub <input type="checkbox"/> Other (please specify):
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"/> Other (please specify):
Capacity	Please specify capacity and indicate if there are multiple rooms available: we can hold small events of upto 20 people then theatre we can hold 170
Venue Facilities	Please provide any additional features of the space available (e.g. capacity, aircon, windows etc.): As a college we have rooms with AV and whiteboards
Do you have car parking facilities? Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>	If yes: No. of Spaces: Are there any costs? (please specify): NCP across the road charity car park very cheap upto 40p per hour
Can you offer any AV (Audio/Video) Equipment? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	If yes: Screen <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/>

Continued overleaf.

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	<p>Flipchart <input checked="" type="checkbox"/></p> <p>PA System <input checked="" 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>
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Refreshments	
<p>Are you able to provide refreshments? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/></p>	<p>If yes, please specify: there is catering but will be charged per event organiser</p>

