

Date as postmark

Dear Sir/Madam

LANSDOWNE HOUSE - TRAINING, MEETINGS, FUNCTIONS

Attached is a copy of our brochure, outlining the facilities available at Lansdowne House for training events, meetings and functions.

Rooms are available for hire on a flexible basis for organisations or companies who require a relaxed but high quality setting in which to conduct their business.

We are aware that many local organisations and businesses have adequate office accommodation but lack sufficient space for training events or medium sized meetings of managers, staff or clients. Others may wish to hold meetings or seminars off site away from their normal work environment, or require a regional venue.

Refreshments and/or a wholesome sandwich and fruit lunch through to high quality finger buffets are available on request.

If you would like to come along to have a look at the facilities, and talk with our staff about your possible requirements, without obligation, then contact Nisa Ahmed on 0116 299 2236. Our office hours: Monday to Friday 8.30 am – 5.00 pm (4.30 pm on Friday).

To check availability or to book a room at Lansdowne House please contact **Nisa Ahmed** on **0116 299 2236** or email: nisa@ageconcernleics.com.

We look forward to the opportunity to assist with your accommodation needs.

Yours sincerely

A. P. Donovan

A P Donovan
Executive Director



LANSDOWNE HOUSE

TRAINING, MEETINGS, FUNCTIONS

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The Joseph Goddard Room



The Helen Jeffrey Room

Two rooms in Lansdowne House are available for hire. **The Joseph Goddard Room** - accommodates up to 25 people boardroom style and up to 40 people in training/presentation/lecture style. **The Helen Jeffrey Room** - accommodates up to 15 people for meetings. *An induction hearing loop facility is available in the Joseph Goddard Room.*

Refreshments and/or wholesome sandwich and fruit lunch through to high quality finger buffets are available on requests.

If you would like to see the rooms or discuss your requirements in detail please contact Nisa Ahmed on 0116 299 2236, who will be pleased to assist.

To check availability or to book a room at Lansdowne House please contact **Nisa Ahmed**, Monday to Friday during normal office hours, 8.30 am – 5.00 pm (4.30 pm on Friday), on **0116 299 2236** or email: nisa@ageconcernleics.com.

Please then complete and forward the booking form to confirm the arrangements.

We look forward to the opportunity to assist with your accommodation needs.

LANSDOWNE HOUSE - ROOMS AND CATERING

Hire Charges - Rates from 1st January 2007

Rates exclusive of VAT

SCALE A - Charities/Voluntary Organisations

SCALE B - Commercial/National Organisations/Private Parties & Events

Joseph Goddard Room	Half Day	Full Day	Evening
Scale A - Mon - Fri	£68.80	£98.40	£64.80
Scale B - Mon - Fri	£100.80	£130.80	£91.20

Helen Jeffrey Room	Half Day	Full Day	Evening
Scale A - Mon - Fri	£52.80	£64.80	£44.40
Scale B - Mon - Fri	£68.80	£85.20	£63.60

EQUIPMENT

Flip Chart	£5.00
OHP	£5.00
TV/Video	£10.00
Data Projector	£10.00

CATERING CHARGES

		Price per head/serving
Refreshments	Tea or Coffee and Biscuits	£0.75
Lunch	Sandwiches/fruit	£6.00
	Finger Buffet (both include tea/coffee/juice)	£8.50

Bookings extending beyond 5 pm will be charged at the evening event.

Weekend room bookings maybe available upon request.

Cancellation Policy: Please give at least 10 working days' notice of cancellation, otherwise you will incur a cancellation charge of 50% of the booking fee.

LANSDOWNE HOUSE ROOM BOOKING FORM - EXTERNAL

Contact Name:.....

Organisation:.....

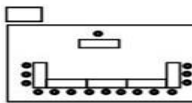
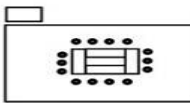
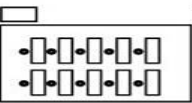
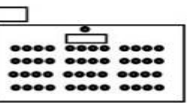
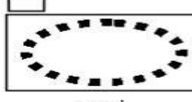
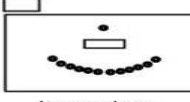
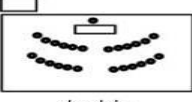
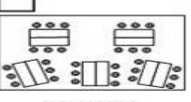
Address:.....

Telephone No: Fax No:.....

Invoice Address (if different from above):.....

Date Required:..... Times: From..... To.....

Room Required: **Joseph Goddard Room** **Helen Jeffrey Room**
(Please tick box next to room)

Room Layout <i>(Please tick box above layout)</i>	Equipment <i>(Please tick)</i>	
 lecture  boardroom  classroom  theatre	<input type="checkbox"/> Flip Chart	
 oval  horseshoe  double horseshoe  cabaret	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Data Projector <input type="checkbox"/> TV/Video	

No. Attending: No. of Chairs Req'd: No. of Tables Req'd:

CATERING REQUIREMENTS

Tea/Coffee/Biscuits	Arrival :	am:	pm:
Lunch (Please tick)	Sandwich/fruit	Finger Buffet	Time of Lunch

Signature:..... Date:

FOR OFFICE USE ONLY	JOSEPH GODDARD ROOM / HELEN JEFFREY ROOM (please delete as appropriate)					
COPIES TO:	Accounts <input type="checkbox"/>	Caretaker <input type="checkbox"/>	Reception <input type="checkbox"/>	Purchasing <input type="checkbox"/>	Admin <input type="checkbox"/>	Workshop <input type="checkbox"/>
	Christine <input type="checkbox"/>					

DIRECTIONS FROM M1 JUNCTION 21

Leave motorway at junction 21

Coming from north turn left at roundabout

Coming from south turn right at roundabout

Coming from M69 straight ahead at roundabout

Keep left, filter left.

Next roundabout turn left onto A563 (Fosse Park Shopping Centre on your left and past Everards Brewery also on your left).

Follow the A563 - signs for Oadby and Wigston - until the end at a large roundabout on the A6, turn left onto the A6 towards Leicester, (Racecourse on your right).

Straight on, following signs for city centre, Railway station and University.

Straight-ahead at small roundabout (Victoria Park on your left).

Straight over next set of lights.

At next set of lights turn left into University Road.

Turn next right into Princess Road East, Age Concern Leicester Shire and Rutland (Lansdowne House) is the first building on the left, on the corner.

Car parking is available on the nearby Victoria Park, but a car parking space on the Age Concern Car Park can be made available for disabled people or for trainers/tutors organising events.



Leicester Shire & Rutland

**Lansdowne House
113 Princess Road East
Leicester LE1 7LA
Tel: 0116 2992233
Fax: 0116 2992244
Email: enquiries@ageconcernleics.com**

