



2011/2012 Networking Event Venue Tender

The Northamptonshire Chamber of Commerce provides a comprehensive calendar of events for its Members.

Within our calendar for April 2011 – March 2012 we wish to provide networking events alternating where possible between breakfast events and lunch events. We would prefer to run each event on the third Thursday of each month to remain consistent through our calendar. Our preferred dates for 2011/12 are therefore;

Breakfast: 14th April 2011
16th June 2011
18th August 2011
20st October 2011

Lunch: 19th May 2011
21st July 2011
19th January 2012
15th March 2012

To provide this service to our customers we require Member venues who wish to showcase their premises located around the County, with fully experienced operational and waiting staff.

In return for providing us with a venue for our events, we will promote your venue on literature advertising the event through all our routes to market and invite 2 appropriate employees to join us on the day.

Please note Chamber policy is pay to a contribution towards food and refreshments but to receive the facilities (room hire, staffing etc) **Free of Charge**

Attached is an example of our Networking Lunch format and our Networking Breakfast format to give you an idea of what we are looking at venues to provide.

The aim of this tender is to contract with Member venues for our Breakfast events and our Lunch events ensuring that we have an even spread of events around the County.

To be considered, please submit the following details by **Friday 10th December 2010.**

- **Venue Profile and Structure**
including conference room details/sizes, health & safety/DDA compliance, car parking facilities, staff details and general information on your venue that would assist in our decision making.
- **Detailed costing for a two course Networking Breakfast event**
including details of what you will provide, i.e. content of Full English breakfast.
- **(And/Or) Detailed costing for a three course plated Networking Lunch event** including details of what you will provide, i.e. sample menus.

Submissions should be sent to:

**Tracey Branson, Head of Operations,
Northamptonshire Chamber of Commerce,
Opus House, Anglia Way, Moulton Park, Northampton NN3 6JA.**

Email: tracey.branson@northants-chamber.co.uk

Networking Breakfast - Venue Brief

Up to 40 attendees
Minimum final numbers will be given 5 working days prior to event

Board/Signage to read "**Northamptonshire Chamber Networking Breakfast**"

- LARGE Clothed Reception Table at main entrance to arrival/networking area
- LARGE Clothed Table in arrival/networking area for literature
- Empty Ice Bucket on reception table for collecting business cards for draw
- Cloakroom / Coat Rail available
- Tea and Coffee station to the side of designated networking/arrival area
- Main room – Round tables seating between 8 and 10
- All cutlery, place settings, glasses and coffee cups pre laid on tables
- Projector screen, table and extension leads if required

7.00am	Chamber Staff arrive to set up (all the above set up needs to be ready)
7.30am	Arrival tea and coffee ready for service
7.45am	Guests arrive (there will be some that start arriving early so be prepared)
8.15am	Cereal, bowls, condiments, fruit, orange juice and iced water to be ready on tables
8.20am	Guests called through Welcome by Chamber Host Guests will be invited to help themselves to cereals/fruit

ALL TIMINGS FROM NOW ON ARE APPROXIMATE

As each table finishes clear cereal bowls

8.45am	Guests will be asked to move to a different table, taking with them their glass and napkin
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As soon as everyone is re-seated bring out Full English Breakfast and Toast

As soon as all tables have been served breakfast, serve tea/coffee

As each table finishes clear plates only

9.15am	Speaker(s) will address the room
9.40am	Chamber Host to close Delegates depart Chamber Staff pack up and depart

Networking Lunch – Venue Brief

<p>Up to 50 attendees Minimum final numbers will be given 5 working days prior to event</p>

Board/Signage to read “**Northamptonshire Chamber Networking Lunch**”

- LARGE Clothed Reception Table at main entrance to arrival/networking area
- LARGE Clothed Table in arrival/networking area for literature
- Empty Ice Bucket on reception table for collecting business cards for draw
- Cloakroom / Coat Rail available
- Fruit Juice and Iced Water arrival drinks to the side of designated networking/arrival area
- Main room – Round tables seating between 8 and 10
- All cutlery, place settings, glasses and coffee cups pre laid on tables
- Projector screen, table and extension leads if required

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| 10.00am | Chamber Staff arrive to set up
(all the above set up needs to be ready) |
| 11.15am | Pre Dinner Drinks ready for service – Orange juice poured not self-serve and empty glasses available with jugs of iced tap water available |
| 11.45am | Guests arrive |

ALL TIMINGS FROM NOW ON ARE APPROXIMATE

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| 12.20pm | Guests called through to lunch room
Welcome by Chamber host |
| 12.30pm | Starters served as soon as event staff indicate |

Clear starter plates and side plates

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| 1.00pm | All guests will move to a different table, taking with them their glass and napkin |
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As soon as everyone is re-seated bring out plated Main course

Check water Jugs and re-fill if necessary

Clear all plates as soon as whole table is finished

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| 1.45pm | All guests will move to a different table, taking with them their glass and napkin |
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As soon as everyone is re-seated serve Dessert.

As soon as all tables have been served, serve coffee

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| 2.05pm | Speakers will address the room |
| 2.30pm | Chamber host to close
Delegates depart
Chamber staff pack up and depart |