



Corporate Resources

**Lampton Park Conference Centre
Lampton Road, Hounslow TW3 4DN**

Your contact: Anita Bhangoo

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Our ref:

Date: 29/03/2015

Dear Simon,

Thank you for giving the London Borough of Hounslow the opportunity to submit a proposal to deliver the training needs for the upcoming GLA elections, and for taking the time to meet with Mark and I to discuss your needs in more detail.

Our proposal focuses on the delivery of what we believe is important to you, and to begin with you will have one single point of contact during the delivery of this event. Our Senior Events Coordinator, Mark Prior within the Events Management Team will work with you to ensure the floor plan, logistics and arrangements are in place to enable you to deliver a successful training programme. Mark will also offer consultative advice about the facility in order to service your needs during your hire.

You will see throughout this paper that it will always be our objective to make your team's lives easier and your event most successful.

For ease of reference, I have listed below some of the needs identified during our meeting:

- You require the venue exclusively from the 1st February and 18th March 2016 from 08:00-18:00. The training room will need to be set up for up to 60 delegates.
- Training will support the GLA to deliver an electronic count.
- Set up will take place around the 30th, 31st January 2016.
- We will be required to provide security in the room when the room is not in use, all rooms will need to be locked and secure.
- We will be required to provide a hygienic restroom facility, as well as cleaned facilities each day.
- All furniture will need to be arranged and set up according to the agreed floor plan, tables must be able to hold the weight of 85kg

The Lampton Park Conference Centre was designed to support the needs of all types of training, conference and event activities. It is a very accessible location, less than a 5 minutes' walk from Hounslow Central Station on the Piccadilly Line, it has direct bus links from most major high streets and the bus stop is directly outside the conference centre and we also offer a car park that can hold approx. 60 vehicles at any one time.

As part of the hire of our facilities we will ensure the venue is set up according to our agreed floor plan, on the event day you will have access to a full time Security Guard who will man the main doors and provide night cover when the building is closed or not in use.



We will provide all the dry hire of furniture and chairs that you require, we understand that you to bring the technical equipment in to the building you will need direct access using a 7.5 tonne lorry. You will be pleased to know that our facility allows the access of a lorry of this size and we can support the offload of all equipment directly in to the conference centre on the proviso this is at a pre-arranged date to support the deliveries schedule in and out of the building.

The venue offers Wi-Fi as well as an on-site canteen facility serving hot food to light sandwiches and a costa coffee shop, all delegates and staff are able to access this service. We are also able to provide a separate lunch area so that training is not interrupted at any time.

The venue is tidied and cleaned at the end of every evening and on site Security will make sure that the cleaners are able to maintain the facility at the end of each working day. Mark will check in on all activities to ensure the highest standard of service is delivered each day.

The quotation below includes the following:

Date	Start Time	End Time	Event	Set Up	Delegates	Room Rental
01.02.16 – 18.03.16	08:00	18:00	Training	Classroom	100	All LPCC

In addition to the needs identified earlier, the break down includes:

The cost to hire the Conference Centre is a package price of £26,600, this equates to an hourly rate of £76.00 per hour.

Within this rate we will provide you with access in to the building for a further 2 days free of charge. A full time Security guard that will cover the event activities during the day and a night guard that will oversee the venue during non-training hours, free parking for up to 60 vehicles during your event time and the responsibility of a single point of contact to oversee your event activity.

It would be a pleasure to work with you on this project, and I trust you will find that we have offered a highly competitive quote for your event.

Should you need to discuss this proposal further, then please do not hesitate to contact me. I look forward to hearing from you soon,

Kind Regards

Anita Bhangoo
Events Management
On behalf of London Borough of Hounslow