

## **A Guide for our Clients**

The choice of venue is critical to the success of any event and venue finding agencies like ourselves play an important part in the initial stages of event planning. We can indeed save our clients a lot of time particularly if you have no support staff and a tight deadline. Remember we are here to assist you in the job of finding a venue (and of course event management too!).

*At no cost to you*, we will search for a venue for your seminar or conference, in the UK or internationally. From our extensive database of venues and personal first-hand knowledge (of country house to business hotels, from unusual venues to conference centres), we will undertake all research and negotiation to contract stage and will always negotiate the best rates on your behalf.

Understandably, most people are sceptical when offered something for nothing, so let us explain exactly how we work and how this could lead to a productive working relationship.

1. We earn our fee in commission from venues (hotels, conference centres, restaurants etc) after an event has taken place and the venue has been paid in full by yourselves.
2. You, the client, contacts us with a venue search enquiry informing us of the number of delegates, the preferred date, location, room layout, budget etc and we then commence our venue search on your behalf.
3. We contact venues that match the criteria that you have given us, check availability, negotiate rates and aim to offer you several venue choices to suit your exact requirements.
4. All proposed venues will be held provisionally on your behalf.
5. We can assist you in arranging site inspections to the venues that we have put forward.
6. When you have reached a decision as to which venue you would like to go with, we then confirm this venue on your behalf and put everything in writing to the venue and forward a copy to you for your information. The hotel will then contract you directly and, from this point onwards, most of our clients prefer to liaise with the venue staff on all subsequent matters leading up to the event itself.

How to get the best from us:

- Where possible, brief only one agent with your booking as using multiple agencies can lead to confusion.
- Be honest with us and let us know if you are holding any venues yourself – we can get the proposal to you quicker if we are not trying venues you are already holding.
- Provide us with as much information as possible from the outset so we are clear about your specific needs and able to match it to the ideal venue.
- If the dates or brief changes please let us know as soon as possible; this enables us to come back to you as soon as we can with the correct information.

Overall, you are in a "win-win" situation - we save you time, effort and very importantly, money and we are also experts in what we do!