



Comparison of suitable venues

Introduction

This report will compare the three different venues I have researched and will include what the facilities have to offer. This comparison also includes which venue is suitable and meets the requirements of the exhibition needs.

Option 1 – Beddington Conference Centre

Based in Croydon, the Beddington Conference Centre has a range of modern facilities for business events. These facilities include a fully equipped bar and dining room, air-conditioned rooms, state of the art music systems that includes T V screens and DVD and CD players, free Wi-Fi connection, whiteboards, flipcharts and pens and smoking area. Beddington Conference Centre also offers 6 rooms that can fit up to 150 people. The cost for this option would be £6,505.

Option 2 – Selsdon Park Hotel and Golf Club

This conference facility in Croydon offers 23 meeting and training rooms with a maximum capacity of 350 people. They also offer Wi-Fi and computer/sound equipment. Parking spaces are also available on site. Lunches are tailor made and there are unlimited beverages available. For the day it is £32.50 - £39 per person. For the day it will be £5,450. This includes catering.

Option 3 – Croydon College

Croydon College has a number of conference and meeting spaces available which includes Wi-Fi, air-conditioning and state-of-the-art technology. This venue is also easy to get to as it is located in the centre of Croydon. They also offer food and beverages. The Conference Room has a capacity of 160 people, whereas the other rooms have capacities of 25 and 52. To use all rooms for the day would total to £1,590. The final price, including catering would be £2,150.

Conclusion

Considering the requirements of the exhibition, Option 2 would be the best venue to use. It offers all the requirements for the exhibition and it is within budget. It is also easily accessible for most people and parking is available. Selsdon Park Hotel and Golf Club has 23 meeting and training rooms, a Cedar Suite, Free Wi-Fi, sound and visual equipment, and a boardroom.