



CARRYING OUT A RECCE

Name of venue:

Address:

Town:

Country:

Telephone:

Fax:

Name of contact at venue:

Position:

Telephone:

Fax:

Website:

Experience business differently



RE:GATHER
RE:CREATE
RE:CONNECT
RE:WARD



BUSINESS
SOLUTIONS
Disneyland PARIS

ACCESSIBILITY

By air:

Departure airport: _____ Destination airport: _____

Journey time between airport and accommodation: _____

Distance: _____

Shuttle service from airport to hotel:

Cost of shuttle service: _____ Number of seats: _____

Luggage handling:

arrival departure

Luggage management pre-departure/post-arrival:

By rail:

Departure station: _____ Destination station: _____

Journey time between airport and accommodation: _____

Distance: _____

Shuttle service from airport to hotel:

Cost of shuttle service: _____ Number of seats: _____

Luggage handling:

arrival departure

Luggage management pre-departure/post-arrival:

By road:

Motorway exit: _____ Location map: _____

Journey time from departure point to hotel: _____

Distance: _____

Parking

Number of parking spaces: _____

Cost of parking: free by the hou by the day

Notes: _____

ACCOMMODATION

(complete for each hotel booked)

Name of hotel: _____ Category: _____

Year built: _____ Date renovated: _____

Architectural style and decor: _____

Parking: Free of charge Group rate Individual rate
 Separate reception desk for delegates

Hotel capacity: Rooms _____ Suites _____

Room size: Single _____ Double _____ Suites _____

Number of rooms accessible to people with limited mobility: _____

Number of restaurants: _____ Opening hours: _____

Number of bars: _____ Opening hours: _____

(see restaurant section for more detail)

Facilities (rooms):

Internet connection: ADSL WiFi Paying

Safe

Able to hold a laptop computer: Yes No

View: Street Gardens Sea/Lake Other: _____

- Air conditioning Hairdrye Storage facilities in room
 Iron Mini-bar Tea & coffee making facilities
 Room service

Hotel services and amenities:

- Swimming pool:** Indoor Outdoor Spa Jacuzzi
 Sauna Steam room
- Hair salon Fitness center Tennis court
 Concierge service Bureau de change Dry cleaning service
 Valet parking Luggage taken to rooms Dedicated luggage service
 24-hour service Car hire Taxi service Limousine service

Documents to request from your contact:

- Floorplan of the hotel
- Plan of a standard room
- Photos: Exterior Room Restaurant

MEETING FACILITIES

Meeting rooms: Hotel Outside

Distance between the hotel and meeting rooms:

Distance between catering facilities and meeting rooms:

Dedicated reception service for delegates

Business Center:

Access at specified times Access 24-hour

Dedicated member of staff in attendance on the day of your event

Number of rooms booked for the event:

Single or Double smoking: Non-smoking:

Twin smoking: Non-smoking:

Summary of meeting facilities:

Days (in & out)	Name of room	Function	Arrangement	Number of delegates	Distance between catering facilities and meeting rooms

Notes:

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PLENARY ROOM

(complete for all privatised facilities)

Location in relation to other privatised facilities: _____

Area: _____ Capacity: _____ Exact dimensions (L x W x H): _____

Configuration: Level Pillars Balcony
 Tiered : number of seats: _____

Lighting: Natural Artificial Amperage: _____ Air conditioning
 Technical equipment included Size of control room: _____

Size of existing stage (sq.ft.): _____ Exact dimensions (width x depth): _____

Can stage be extended? Additional sq.ft. possible: _____ Height of proscenium arch
No. of boxes: _____ Size of boxes: _____ Access to boxes: _____

HGV access to storage area :

Same level Obstacle-free Via goods lift Other: _____

Storage area (sq.ft.): _____

Distance between storage area and meeting room: _____

Number of doors to the room: _____

SMALLER AUDITORIUMS

(complete for all privatised facilities)

Location in relation to other privatised facilities: _____

Area: _____ Capacity: _____ Exact dimensions (L x W x H): _____

Configuration: Level Pillars Balcony
 Tiered: number of seats: _____

Lighting: Natural Artificial Amperage: _____ Air conditioning
 Technical equipment included Size of control room: _____

Size of existing stage (sq.ft.): _____ Exact dimensions (width x depth): _____

Can stage be extended additional sq.ft? _____ Height of proscenium arch
No. of boxes: _____ Size of boxes: _____ Access to boxes: _____

HGV access to storage area:

Same level Obstacle-free Via goods lift Other: _____

Storage area (sq.ft.): _____

Distance between storage area and meeting room: _____

Number of doors to the room: _____

CATERING

Summary of facilities:

Days	Service provided	Venue	Number of delegates	Distance between catering facilities and meeting rooms

Breakfast:

Can it be privatised?
 Times: _____

Capacity: _____

Area of room: _____ Dimensions (L x W x H): _____

Service provided:
 Buffet
 Table service

Type of menu:
 Continental
 American
 Other: _____

Pricing:
 Per person
 Per group
 Planned openings/closures

View:
 Street
 Gardens
 Sea/lake
 Other: _____

Air conditioning

Lunch:

- Can it be privatised? Times: _____
- Capacity: _____
- Area of room: _____ Dimensions (L x W x H): _____
- Service provided:** Buffet Table service
- Special menus:** Vegetarian Vegan Special dietary requirements
- Pricing:** Per person Group Planned openings/closures
- View:** Street Gardens Sea/lake Other: _____
- Cloakroom Size of cloakroom: _____
- Air conditioning

Coffee breaks:

- Can it be privatised?
- Venue: Foyer Meeting room
- Timing: Fixed time Any time
- Capacity:** seated: _____ standing: _____
- Area of room:** _____ Dimensions (L x W x H): _____
- Service provided:** Sweet snack Savoury snack
- View:** Street Gardens Sea/lake Other: _____
- Cloakroom Size of cloakroom: _____
- Air conditioning

Buffet dinner / Gala dinner:

- Can it be privatised? Times: _____
- When must the room be vacated? _____
- Capacity: seated: _____ standing: _____
- Service provided:** Buffet Table service
- Special menus:** Vegetarian Vegan Special dietary requirements
- Pricing:** Per person Group Planned openings/closures
- View:** Street Gardens Sea/lake Other: _____
- Cloakroom Size of cloakroom: _____
- Air conditioning

