



Four Seasons Event Management

2017

Brochure

Share the Experience...



**TEAM BUILDING
& TRAINING**



**EVENT
MANAGEMENT**



**CONFERENCES
& MEETINGS**



**CORPORATE
HOSPITALITY**



Welcome to

Four Seasons Event Management

We offer First Class Event Management for corporate clients throughout the UK and Europe.

With over 20 years experience and extensive knowledge, we offer a comprehensive range of event services, consultancy and management.

A "one stop shop" is why our clients come back to us.

Total Event Solutions In:

- TEAM BUILDING & TRAINING
- EVENT MANAGEMENT
- CONFERENCES & MEETINGS
- CORPORATE HOSPITALITY

Our business is built from being forward-thinking and innovative with our events. We have worked with clients throughout the UK and Europe from large multinational brands to small local businesses.

We realise that organising an event, whatever the purpose, whatever the size, whatever the date, takes a lot of hard work. You need venues, service and standards that you can rely on and trust to deliver excellence, on time, every time.

We also offer a bespoke service so clients can use us to arrange certain elements of their event as and when they are required.

Your **Event Manager** will work with you to tailor make an event to meet your requirements and will be with you throughout the activity to ensure its smooth running.

Share the experience...

Flexible solutions for
Your business needs

TEAM BUILDING & TRAINING



Your people are your most valuable asset... We know that... But how often do you prove it?

Taking time out with your team away from the office environment is no longer considered luxury, but more of an essential part of building and maintaining the team.

Your objectives may include:

- Team Bonding
- Exploring and developing the team skills in:
 - Communication
 - Problem Solving
 - Leadership
 - Teamwork
- Rewarding the team
- A break during a conference, training or business event
- Or just to have fun!

The potential benefits include:

- A team that works better, smarter, harder
- A team that appreciates the value of each member
- An increase in retention
- Team members that feel recognised and valued

Whatever your requirements, we will work with you to ensure your team building event delivers.

Our aim...

To provide a team building event specifically tailored to meet your needs.

CONFERENCES & MEETINGS



With so much involved in organising a successful conference or meeting, wouldn't it be great to have an expert on hand to help? Imagine if that expert didn't cost you any more money and could organise your event from start to finish.

That's why our customers love our 'hassle-free conferencing' service - one call to us and they know their event will be remembered for all the right reasons.

Each of the venues has been individually selected to provide you with the best accommodation, facilities and service.

We have purposefully selected a range of properties including country houses, modern, contemporary hotels, country clubs and conference centres to ensure that we are able to cater for every requirement.

Your dedicated Conference Coordinator will work with you to identify the right location and venue to host your event and will make all the arrangement on your behalf including:

- Room Hire
- Accommodation
- Catering
- AV Equipment
- Entertainment
- Guest Speakers
- Any Special Requirements

Our aim...

To work with you to produce a memorable conference or meeting.

EVENT MANAGEMENT



Whatever your requirements, whatever the size of your group, our events team can produce an event to:

- Celebrate
- Recognise
- Reward
- Promote
- Or just have fun!

We can work with you to deliver a variety of events ranging from:

- Concerts
- Festivals
- Product Launches
- Corporate Anniversaries
- Office Parties
- Road Shows
- Awards Ceremonies
- Christmas Parties
- Stage & Lighting
- Bespoke Events
- Themed Events
- Charity Balls
- Gala Dinners

We take care of all the fine details so you can get on and enjoy your event knowing everything has been taken care of.

Our aim...

To create a unique event to inspire and have fun.

CORPORATE HOSPITALITY



Our corporate hospitality service gives you access to all the major sport events during the year, backed up by our extensive corporate hospitality experience that will ensure your trip is a success.

Entertain your clients and guests in style at some of the following sporting events:

- Wimbledon
- Premier League Football
- Cricket
- Rugby
- Horse Racing
- Polo
- Rowing
- Golf
- Motorsports
- Sailing

You name the event and we will supply the package.

As well as sporting events we can also offer packages for concerts and shows.

Our aim...

To offer all our clients an unforgettable experience.



OUR CLIENTS

The Rent Service

"Wow....this is excellent and truly insightful ! ..You definitely seem to have got us all sussed."

"In pretty much every respect, excellent isn't really sufficient."

"We got to understand and know things about each other that we never have known before, it would take a long time to reach this level of understanding."

Rolls Royce

"A big thank you for organising such fun and active events, although completely exhausted after the three days we thoroughly enjoyed ourselves! All the events were fun and challenging and you were successful in creating an atmosphere that was both competitive and team building. We can assure you that you come highly recommended by us and we will be sure to use your organisation again"

Xansa

Multi Activity Day - *"From start to finish, the day was handled very professionally and the event management team were probably the best I have worked with.... Would definitely use again and would recommend to others without hesitation"*

Chartered Society of Physiotherapists

City Slickers - *"Very good day & much appreciated by the staff. We will take forward some ideas as an action plan"*

British American Tobacco

Team Challenges - *"We all had a great time, brilliant, thanks"*

Unilever

Boot Camp - *"Attention to detail excellent. Will definitely use you again, have already passed your details on to a fellow department"*

Tree

Boot Camp - *"As always, a pleasure"*

Benfield Group

Cycle Treasure Hunt - *"Excellent service, could not have been better, well managed & very friendly"*

Latitude 51

Sailing Day - *"You provided an excellent day"*

HTSPE

RIB Treasure Hunt - *"A stimulating and exhilarating day"*

Group 4

Construction Day - *"We all thoroughly enjoyed the day & the mix of events"*

Ordnance Survey

Murder Mystery - *"The team really enjoyed it - as the photos show!"*



TERMS & CONDITIONS

In this document, the following expressions have the following meanings: the Company means Four Seasons Event Management Ltd, any other Company which is part of Four Seasons Event Management Ltd. The Client means the person or company who accepts a written quotation from the Company for contracted services.

The Company shall use all reasonable Endeavour's to supply the best possible service using its resources and facilities to the best possible effect within any agreed time or budget.

Every effort will be made to obtain firm quotations or reasonable estimates from suppliers. All such estimates are issued by way of an invitation to treat and the Company reserves the right to vary or withdraw any estimate with out prior notice.

The Company shall charge such costs, charges and expenses as may be agreed in order to complete the contract. Unless otherwise stated, all such charges are exclusive of VAT.

The Company reserves the right to make additional charges as a result of:

- i) Changes and additions ordered by the Client after the acceptance of the company estimate, proposal and schedule.
- ii) Increases in the costs of materials, equipment or other services necessary for the completion of the contract. Any such charges will be advised to the client either in writing or such other form as appropriate and agreed between the parties.

Payment shall be made in accordance with the Company's prescribed terms. On confirmation and acceptance of the Company's estimates, the Company will issue a payment schedule linked to deposits/balances that the company will be required to make to appointed suppliers. Deposits/balances required under the above schedule shall be payable on the due date notwithstanding the Company's normal payment terms. The Company cannot guarantee performance of the contract should payment not be received on the specified due date. Payment is defined as "cleared funds". The Company reserves the right to charge interest on sums overdue on a day-to-day basis from date such payment was due to the date of actual payment (both days inclusive) at a rate of 2% above the base rate of NatWest Bank Plc. From time in force compounded quarterly. Such interest shall be paid on demand.

In the event of cancellation by the Client, the Client shall pay a cancellation charge to take account of the chargeable value of time and expenses incurred including any cancellation charges levied by third party suppliers. Once a booking is confirmed with the Company, the Company is under no obligation to the client to supply the agreed services. If for any reason the Client cancels a booking or reduces the number of participants, the Client will be liable to forfeit any deposit and pay a cancellation fee. Cancellation schedule: 12-24 weeks notice = 45% .of total contracted cost 6-12 weeks notice = 60%. Of total contracted cost 4-6 weeks notice = 75% of total contracted cost. Less than 4 weeks = 100% of total contracted cost. If the Client changes the original date to another date, a charge will be levied to cover the cost of administration and any loss of profits incurred by the Company.

Proposals may contain confidential information provided by the Client. The Company agrees not to convey such information to any third party. Similarly, the Company's proposal may contain concepts, notions and designs specifically prepared for the Client. The Client undertakes not to disclose or use contents or parts thereof except with the prior written approval of the Company.

Costing are based on the stated number of participants. Should actual numbers fall below this number, the Company reserves the right to make supplementary charges in respect of any fixed cost elements within the confirmed programme.

Rates of exchange used for costing purposes in proposals will be clearly detailed. Exchange rates used for the purpose of final invoicing/reconciliation will be those at which payments were made to appointed suppliers and therefore subject to fluctuation.

All airfares used or quoted in the proposals are current and subject to increase at time of booking.

The Company is perpetually looking to enhance the service that it offers. The Company is committed to ethical business. The Company strives continually to build long-term business relationships with its clients.

Any contract resulting from a proposal submitted by the Company will incorporate these terms and conditions to the exclusion of any terms and conditions of the Client and be governed by English law and subject to the exclusive jurisdiction of the English courts.

The Company shall not be liable for its failure to fulfill any of its contractual obligations if such is caused by reasons beyond its control.

The Company reserves the right to refuse participation on any programme if participants are believed to be by the instructing staff, under the influence of alcohol or drugs, and that their participation may be harmful to themselves or others on the programme.

Except in respect of injury to or death of any person caused by the negligence of the Company (for which no limit applies) the Company shall not be liable to the Client or any third party for loss of profits or contracts or any indirect or consequential loss arising from negligence breach of contract or howsoever. Any other liability of the Company in respect of each occurrence or series of connected occurrences shall not exceed £100,000.

The Company provides instructing staff and it is the responsibility of the Client to ensure that participants listen to and respond to instruction. Any participant who, require clarification or help should ask the instructing staff who will be happy to oblige.

Many of the activities provided by the Company are physically strenuous. The Client undertakes to ensure all participants are healthy and capable of undertaking the activities and the Company cannot be responsible for illness or injury due to the health of the participant. If you are unsure contact your doctor for advice. The Company offer insurance and advise that it be secured or the Client and their participants organise alternative cover.

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