



How to BOOK a venue with us

INITIAL ENQUIRY

Balfour Beatty booker submits their booking request via portal, booking form, email or telephone. veSpace will acknowledge receipt of your request and agree a timeline for response.

PROPOSAL STAGE

veSpace will source venue options to match the brief provided and put together a proposal with available venues and pricing.

CONFIRMATION

veSpace will confirm the venue on behalf of Balfour Beatty. Booker to provide: SBU Code, Purpose of the Event, Employee ID, PO (if applicable), approving managers email confirmation and business unit.

CONTRACT STAGE

veSpace will send through the venues contract for your approval and will sign the contract on your behalf and return to the venue.

FINALS

Prior to the event taking place, if your numbers change advise veSpace who will amend the booking with the venue on your behalf.

BILLING & RECONCILIATION

veSpace will provide the venue with the billing instructions for all elements of the booking as per the Balfour Beatty bookers request.

PAYMENT

veSpace will make payment on behalf of Balfour Beatty.

FEEDBACK

veSpace will send a post-event questionnaire gathering feedback.



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