

## VENUE DETAILS

SIG hosting \_\_\_\_\_ Payroll \_\_\_\_\_ Date \_\_\_\_\_ 21<sup>st</sup> June 2011

### Contact

<b>Host company name</b>	Hampshire County Council
<b>Venue address</b>	The Castle Winchester, Hampshire SO23 8UJ
<b>Host contact</b>	Alison Thatcher
<b>Telephone</b>	01962 845882
<b>E-mail</b>	Alison.thatcher@hants.gov.uk
<b>Event organiser if different from above (ie PA, marketing)</b>	Maureen Gregory/Fred Rennison

### Venue

<b>Meeting room capacity</b>	200
<b>Car parking onsite?</b>	No
<b>If no, alternative parking</b>	Municipal Car park (underneath)
<b>Disabled parking onsite?</b>	
<b>Date attendees list required</b>	

### Security

<b>Are car registration numbers required?</b>	
<b>Other security requirements</b>	

### Audio/Visual Equipment

<b>Dial up facilities?</b>	
<b>Meeting room equipment</b>	

### Location

<b>Nearest motorway/jct</b>	M3 J9 from North; M3 J11 from South
<b>Distance from motorway</b>	4 miles
<b>Nearest airport</b>	Southampton
<b>Distance from airport</b>	15 miles

## VENUE DETAILS

### Location cont'd

<b>Nearest mainline train station</b>	
<b>Distance from train station</b>	

### Accommodation

<b>Hotels in area</b>	
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### Other details

Please enter any other information/requests below:

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Please complete and return to Kirsten at [kirsten.boucher@sapusers.org](mailto:kirsten.boucher@sapusers.org)  
including copy of location map or web link to map