

Task. B2 level.

Write about 200-220 words. **At the end of this post**, you will find information about the structure of a report.

My boss has requested a report to assess the suitability of a specific hotel as a possible future event venue, considering different aspects such as location, facilities and so on.

Introduction.

The purpose of this report is to assess the suitability of Millennium Hotel as a possible future event venue for our company. This report contains areas such as accessibility, catering and staff.

Location and Access.

Millennium Hotel is located in a quiet place suitable for relaxing activities after meeting, surrounded by nature. Furthermore, it is easily accessible by public transport such as train and many bus lines. In contrast, it has a very limited number of parking spaces because of the huge number of conference rooms available. To solve this problem, we could book the necessary parking spaces in advance, paying a special price.

Facilities.

This hotel offers a satisfying range of facilities. The area comprises 25 conference rooms, each one for 250 attendees provided by all types of audiovisual means. Besides, there are 15 40-person capacity multimedia rooms with a good acoustic. In addition, Millennium Hotel has 150 rooms and 10 suites, 5 different saunas and spas, 2 swimming pools, a huge gym, massage service, all included at least for 3 hours, in the price.

Catering.

Millennium hotel also has an enviable catering service which has to be booked in advance at competitive price. Moreover, we can find 3 excellent restaurants served by professional staff who are talented sommeliers.

Conclusion.

To sum up, Millennium Hotel suits all our needs and expectations because of the range of facilities offered in an incomparable environment.