**Penwortham Priory Academy**

**Conference Suite Booking Form**

Date of Booking:

Contact Name:

Contact Telephone Number:

Contact Email Address:

Number Attending:

Duration of Visit: Full Day Half Day AM / PM / Evening Hourly:

Are attendees DBS cleared? (If so, please provide information in advance):

Details of Activity: (Including name of meeting/training):

Room(s) Required:

Room Requests (Including ICT requirements and room layout):

Any other requirements:

Hospitality Requirements:
Unlimited tea and coffee is included in the room hire price. Please tick if you require any of the following choices and include number of delegates and time needed for:

Breakfast (Bacon/Sausage Barm)

Lunch Buffet

Dietary Requirements?

**Please ask to see menu options.**

 **Internal Use**

Site Team Notified?

Reception Notified?

Hospitality / Catering Notified?

Priory sign off: