

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.

Once completed, please return to Mrs Sue Spencer at s.spencer@priory.lancs.sch.uk.

Internal Use

Site Team Notified?

Reception Notified?

Hospitality / Catering Notified?

Priory sign off: _____