



Learn to Succeed

Conference Suite

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# Our Conference Suites

# Our warm welcome...

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With a convenient location and easy access, Penwortham Priory Academy offers two conference suites - each providing a practical base for meetings, interviews, seminars and training events for any professional organisation.

Our most spacious conference room can comfortably accommodate up to 56 delegates, with the smaller room up to 25, depending on room configuration. We can also offer separate break-out rooms and an interview room if required. Both facilities boast the latest conferencing technology with professional ICT support on hand to ensure any unforeseen technical hitches don't impact on your event.

The bright and airy rooms benefit from natural light and are stylishly furnished; both overlooking our award-winning gardens. Delegates may also take advantage of the private courtyard and rose garden in clement weather and enjoy refreshments on the outdoor seating.

Our friendly office team will meet and greet your delegates and will be on hand throughout your visit. Catering is freshly made on site to your requirements alongside our infamous complimentary\* hot beverages.

Your room will be set up according to your preferences prior to arrival and we can even have your digital presentation ready to go. Tables are easily manoeuvrable to enable dynamic changes throughout your event if required.

**View our photo gallery >> [www.priory.lancs.sch.uk/facility-hire-at-priory/conference-suite-priory](http://www.priory.lancs.sch.uk/facility-hire-at-priory/conference-suite-priory)**

\*Full day bookings carry an additional fee of £3 per person for unlimited tea and coffee.

Meetings | Interviews | Seminars | Training Courses | Board Meetings | Presentations



# Suite one...

The smallest of the two conference rooms, comfortably accommodates up to 25 people. Delegates may like to extend into our private courtyard and rose garden during pleasant weather and enjoy refreshments on the outdoor seating.





# Suite two...

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The Ian Edwards Conference Suite is the larger of our two conference rooms, comfortably accommodating up to 56 delegates, depending on room configuration. Delegates may also enjoy refreshments in the private courtyard and rose garden in clement weather.





# Our facilities...



## Both rooms include...

Fully integrated audio and visual equipment set up to accommodate remote access for delegates, as well as...

- 85" TV incorporating Logitech conference camera and sound system
- Wifi
- Use of laptop\*
- Onsite technical support
- Lectern
- Use of stationery
- Flip chart and markers
- Break-out room / interview room (pre-booking required)
- Complimentary tea, coffee and biscuits\*\*
- Complimentary filtered water
- Inter-connecting kitchen (suite one only)
- Air conditioning (suite two only)
- Use of outdoor courtyard and rose garden
- Free onsite parking

\*Please note that USB pen drives are not accessible on school systems. PowerPoint presentations etc should be accessed via cloud storage or email.

\*\*Full day bookings carry an additional fee of £3 per person for unlimited tea and coffee.



## Live Streaming

You can screen share using the platform of your choice.

We're fully integrated with Zoom, Teams and Google so other delegates can join the meeting remotely if needed.



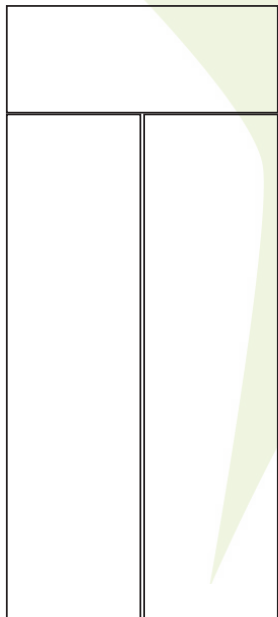
# Our room layouts...

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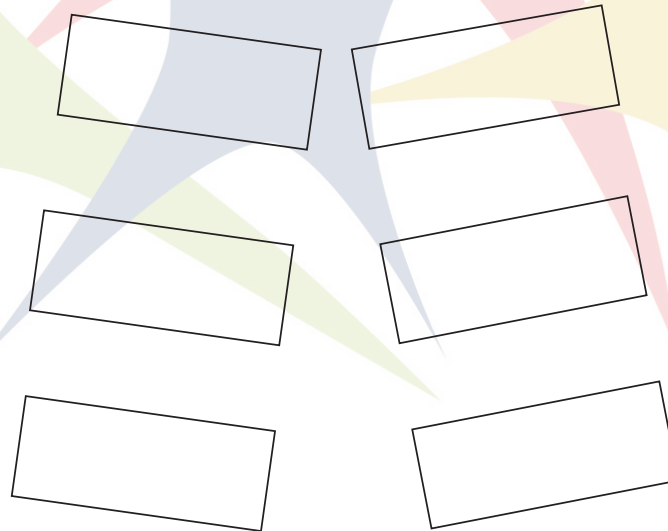
Your room will be set up according to your preferences prior to arrival. We offer a range of room layouts from Boardroom to Cabaret, Theatre, Classroom, Pods/Clusters and U-Shape. Tables are easily manoeuvrable to enable dynamic changes throughout your event with extra seating stacked at the back of the room, should you require it.

These are example room layouts. Alternative requirements can be accommodated. Please contact us to discuss.

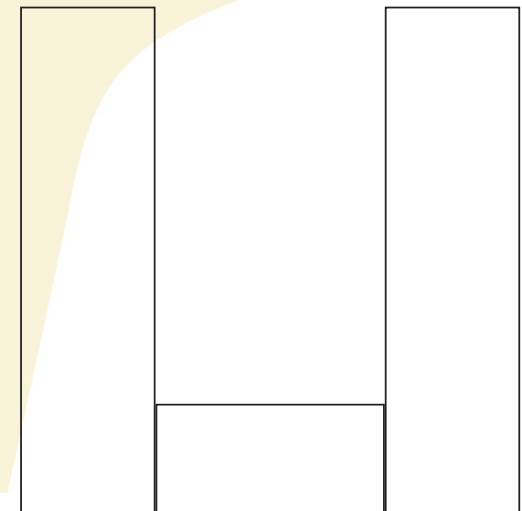
**Boardroom Style**



**Cabaret or Classroom Style**



**U-Shape Style**



Meetings | Interviews | Seminars | Training Courses | Board Meetings | Presentations

# Our catering

All our catering is made fresh to order by our in-house catering team and we strive to source local produce where possible.

We can cater for various dietary requirements including vegetarian, vegan, halal and gluten-free. Allergen information available on request.

Catering will be served in the conference room and delegates may prefer to enjoy the open space of our private courtyard and rose garden in clement weather.

Penwortham Priory Academy has a Food Hygiene Rating of 5.

For details of the rating, please go to the link below.

<https://ratings.food.gov.uk/business/730631>



## Breakfast and Brunch

Sausage/bacon barmes with sauces

A selection of pastries and muffins

## Buffet Lunch

A selection of sandwiches, mixed salad, homemade coleslaw, sausage rolls, southern fried chicken, cheese & tomato pizza

A selection of cakes, fruit, yoghurts and fruit pots

## Refreshments

Cakes / fruit / biscuits

## Beverages

Tea, coffee, filtered water

Fresh juice and cordials

**Please refer to separate menu and price list available via our website or email Miss Sarah Haydock at [s.haydock@priory.lancs.sch.uk](mailto:s.haydock@priory.lancs.sch.uk) to enquire.**

[www.priory.lancs.sch.uk/facility-hire-at-priory/conference-suite-priory](http://www.priory.lancs.sch.uk/facility-hire-at-priory/conference-suite-priory)





*"Just wanted to say that your team has been fantastic in helping me prior to my arrival and setting up today. Yesterday, the IT technician checked all links we needed to use so there were no issues accessing videos to support the training. Today, two ladies from the office and two gentlemen assisted setting up the room/accessing the IT. The IT technician also made an appearance to support some delegates who couldn't access the internet. Nothing was too much trouble from your team and I just wanted to acknowledge this as they were all so accommodating!"*

**Lostock Hall Community Primary School**



*"Penwortham Priory was fantastic - just a lovely training room (the teachers LOVED the coffee machine). The staff were amazing too."*

**Abacus North West Maths Hub**



*"We'd like to say a huge thank you to Penwortham Priory Academy for the use of their fantastic conference suite, garden space, and the wonderful buffet provided. The coffees and delicious lunch options were good sustenance during a busy day of learning!"*

**No Whispers CIC**



# Our Rates...

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## Conference Suite 1

£25 per hour | £72.50 half day | £120 full day

## Conference Suite 2

£30 per hour | £90 half day | £150 full day

Rates include complimentary tea, coffee, filtered water and biscuits however full day bookings carry an additional fee of £3 per person for unlimited tea and coffee.

School holidays, weekend and evening bookings attract an additional 20% fee. Please note we are closed for the two week period over Christmas.

We can offer bespoke pricing packages for multiple and regular bookings.

All prices are subject to VAT where applicable.

**View our photo gallery >>**

[www.priory.lancs.sch.uk/facility-hire-at-priory/conference-suite-priory](http://www.priory.lancs.sch.uk/facility-hire-at-priory/conference-suite-priory)

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# How to book...

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Give us a call and we'll talk you through what we have to offer and how we can meet your requirements.

What we'll need to know:

- Date(s)
- Timings
- Number of delegates
- Your requirements (room layout, IT facilities, catering, refreshments)

## Availability...

The conference rooms are available to book all year round; during term time and school holidays including evenings and weekends. These bookings attract an additional 20% fee.

Please note we will be closed for the two week period over Christmas.



# Our small print...

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## Booking terms and conditions

1. **Confirmation of bookings and attendees:** All bookings are provisional until confirmed on receipt of a booking form.
2. **Use of conference suite** is strictly for the purpose of and in accordance with the details for your booking. We reserve the right to make additional charges if the room is not vacated by the agreed time.
3. **Use of equipment:** Customers should ensure that all equipment and materials brought into the centre comply with and are used in accordance with relevant legislation. Under no circumstances should the permanent electrical installations be altered or otherwise interfered with. Equipment, furniture or effects should not be removed from the conference suite without consent.
4. **During the use of the conference suite**, customers should not knowingly do anything that may damage the goodwill or reputation of Penwortham Priory Academy or which may bring our business into disrepute.
5. **Health & Safety:** The customer is responsible for the health and safety of their staff and delegates throughout the duration of the hire period. Information regarding emergency procedures, house-keeping and first aid arrangements is available from the front of house staff.
6. **Liability:** Penwortham Priory Academy accepts no liability for loss or damage to property.
7. **Catering prices are subject to change.** Prices are reviewed each term in line with supplier costs and will be finalised when delegate numbers are confirmed.
8. **Deposits, charges and payment:** Payment must be made in full on receipt of invoice and by the payment terms stated.
9. **Cancellations:** We reserve the right to charge a cancellation fee if the customer cancels within 7 days of the event. We reserve the right to cancel your booking at short notice in the event of an Ofsted inspection.

## Where to find us...

Free on-site parking and just a short walk from public transport links from the city centre. Easy access from the M6 / M61 / M65 & M55 and west coast main trainline.

From the M6 North, leave the motorway at Junction 29 and follow the A582 towards Preston.

Penwortham Priory Academy  
Crow Hills Road  
Penwortham  
Preston  
Lancashire  
PR1 0JE

01772 320250 | [enquiries@priory.lancs.sch.uk](mailto:enquiries@priory.lancs.sch.uk)

[www.priory.lancs.sch.uk](http://www.priory.lancs.sch.uk)

## Get in touch...

Miss S Haydock  
Business Support Officer  
Penwortham Priory Academy

[s.haydock@priory.lancs.sch.uk](mailto:s.haydock@priory.lancs.sch.uk)

01772 320250

Learn to succeed

