



Learn to Succeed

Conference Suite

Our Conference Suite



About us...

Welcome to Penwortham Priory Academy's conference suite. With a convenient location and easy access, we offer a practical base for meetings, interviews, seminars and training events for any organisation or business.

Our spacious conference room can comfortably accommodate up to 20 delegates and offers an adjacent break-out room, and separate interview room. The facility boasts the latest IT conferencing technology with accessible professional support to ensure any technical hitches don't impact on your day.

The bright and comfortable room benefits from natural light and is stylishly furnished. Delegates may also take advantage of seating in the private court yard in clement weather and enjoy refreshments in the open air.

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 renowned complimentary** hot beverages.

Your room will be set up for your preference prior to arrival and we can even have your presentation ready to go.

To view a photo gallery and to find out more visit>>

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

Our facilities...



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.

Your room includes...

Fully integrated audio and visual equipment set up to accommodate remote access for delegates

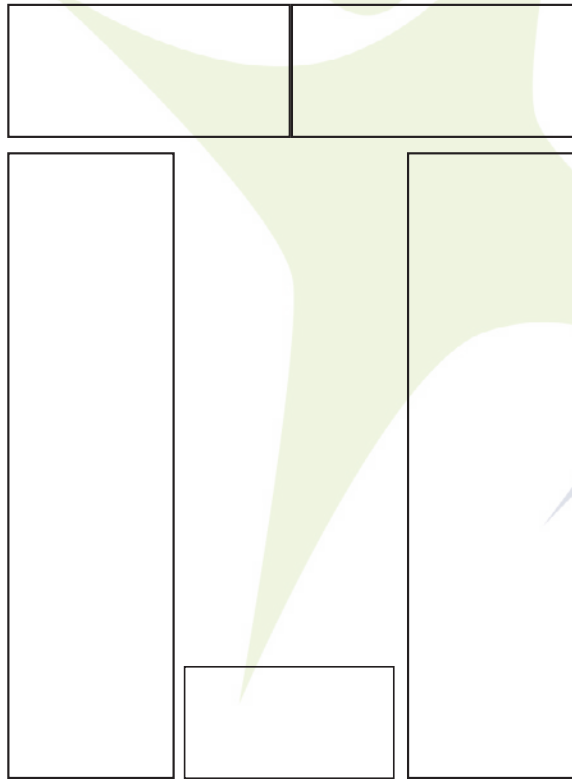
- 65" TV incorporating Logitech conference camera and sound system
- Wifi
- Use of laptop*
- Onsite technical support
- Lectern
- Use of stationery
- Flip chart and markers
- Break out room (pre-booking required)
- Complimentary tea, coffee and biscuits*
- Complimentary filtered water
- Inter-connecting kitchen
- 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.

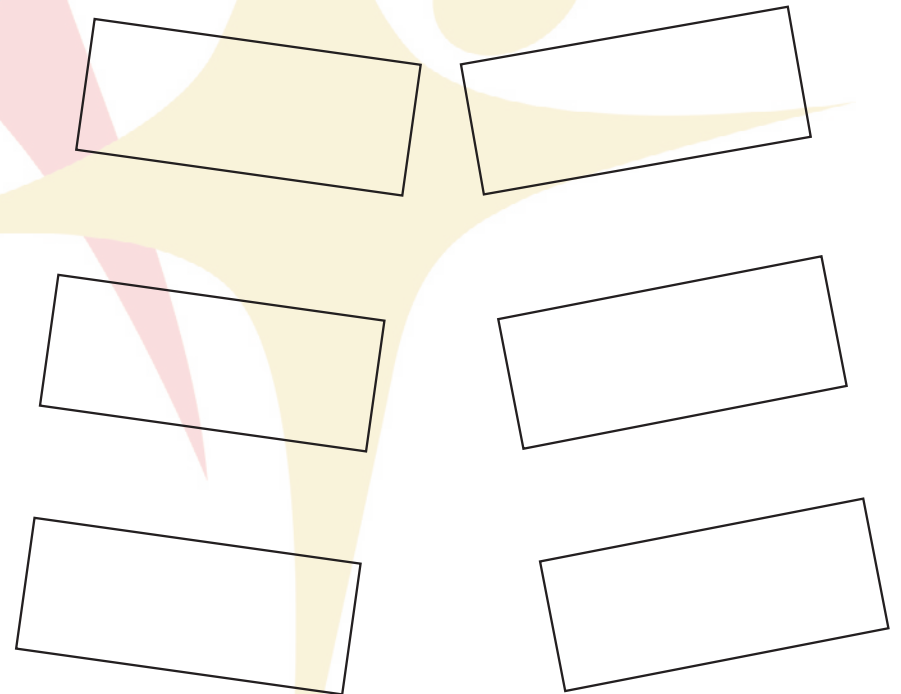
Our Room Layouts...

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

Boardroom Style



Cabaret Style



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How to book...

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

Availability...

The conference room is available all year round; during term time and school holidays including evenings and weekends.

Please note the conference suite will be closed for the two week period over the Christmas break.

Our Rates...

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.

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

All prices are subject to VAT where appropriate.



"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

Our catering

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

We can cater for various dietary requirements including vegetarian and gluten-free options.

Refreshments can be taken in the conference room, break out room or you may prefer to enjoy the open space of our private courtyard.

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, sausage rolls, quiche, salad, fruit and cakes

Refreshments

Cakes / fruit / biscuits

Beverages

Tea, coffee, filtered water
Fresh juice and cordials

Please refer to separate menu and price list or email Mrs N Burkhill at n.burkhill@priory.lancs.sch.uk to enquire.

Our small print...

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. Deposits, charges and payment:** Payment must be made in full on receipt of invoice and by the payment terms stated.
- 8. 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
www.priory.lancs.sch.uk

To view a photo gallery or to find out more visit>>

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Get in touch...

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