

# Conference Booking Form



## Contact Details

Contact Name(s):

Organisation:

Charity Reg No:

Address:

Post code:

Tel No:

Invoice Address:

Post code:

Email Address:

## Booking Details

Booking Date:

Access time, from:

to:

Room (please tick):

Rathbone

☐

Brunswick

☐

Smithdown

☐

Restaurant

☐

Overall numbers attending (including speakers / tutors):

## Refreshments (if not selecting a buffet package)

Tea / Coffee: Full day (£3 per person)

☐

Half day (£1.50 per person)

☐

Please state the number that you wish for us to cater for

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## Buffet Options

Please tick which buffet package you would like:

Package A ☐

Package B ☐

Package C ☐

Extras:

## PLEASE NOTE:

Specific nutritional requirements must be provided to conference facility manager 14 days before booking

The total cost of your booking can be confirmed via email or fax upon request.

## Room Layout (please tick)

Formal ☐

Informal ☐

Board room ☐

Theatre ☐

## Presentation Facilities (please tick)

Flipchart ☐

PowerPoint projector ☐

Microphone ☐

Laptop (£15) ☐

TV / DVD (£15) ☐

Sound system (£30) ☐

I have read and agree to the terms and conditions.

Signature:

Date:

**Greenbank Sports Academy, Greenbank Lane, Liverpool L17 1AG**

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