

Professional Excellence Centre Booking Form



Title of activity

Dates required

Activity reference no. or centre code if applicable

Accommodation required
(Please ring to confirm availability)

Time of start(s) Times(s) of finish

Access required from (if different from above)
 to

Equipment required (Please list-see notes opposite)

Is lunch required? Yes No

Non-vegetarian Vegetarian Vegans/other Total

Coffee/Tea

Lunch is normally served at 12.30 pm
If numbers are not known please indicate the number of invitations issued.

If you have any access or sensory requirements would you kindly let me know in advance of the day.

Any further requirements not listed?

Inclusive charges (for office use only)

Department/Organisation

Address

Date Telephone Number

Name (print)

Email

Signature

Position

Confirmation of Booking

Title of activity _____

Dates required _____

Activity reference number
or centre code if applicable _____

No. of rooms required _____

Time of start - Time of Finish _____

Equipment required _____

Inclusive charges _____

NOTES

Please inform us as soon as possible if you have to cancel your meeting. At least 24 hours is requested for any catering requirements, otherwise a charge will be made.

The Centre will endeavour to allocate requested room(s). Occasionally this may not be possible, but suitable alternative accommodation will be designated.

COURSE ORGANISERS

Tutors should familiarise participants with fire evacuation and safety procedures as indicated in the lecture room(s). Fire alarm testing is carried out at 11.00 am every Monday.

EQUIPMENT

OHP/Screen/TV/Video Recorders available in each room. Video Cameras and LCD projectors are available on request. Your requirements should be listed in the appropriate space on the booking form opposite. A portable loop system is available for use in certain rooms.

Please note that the key to the video may be obtained from the reception office.

Signed _____

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