

Education Centre Facilities Booking Form

Date of Meeting	
Start Time	
Finish Time	
Title of Meeting	
Number of Delegates	
Purchase order number	
Contact (booking)	
Contact (on the day)	
Telephone	
Email	
Postal address, including Post Code	
Invoice name / address (if different)	
Any special needs?	

Room	Capacity	Half day	Full day	Lay out
Lecture Room	40			
Board Room	20			



Saint Catherine's
Caring for you at Hospice and Home

Throxenby Lane, Scarborough
North Yorkshire, YO12 5RE
Tel: 01723 351421
Email: general@saintcatherines.org.uk
www.saintcatherines.org.uk

Registered Office:
Throxenby Lane, Scarborough, YO12 5RE
Registered No. 1627610
Charity Registered No. 284701

Room 2	10			
Room 3	12			

Catering	Service Times			
Tea/coffee/biscuits				
Buffet menu please specify number				
Water				
Extras (as per attached catering menus)				
Special dietary requirements				

Please return completed booking form to:
Education – education@stcatherines.org.uk

St. Catherine's Hospice, Throxenby Lane, Scarborough, YO12 5RE.

Telephone 01723 351421 Extension 1080. Fax: 01723 356033.