



## Washingborough Hall

HOTEL | WEDDINGS | EVENTS

### **Conference & Meeting Room Information 2020**

We are proud to offer three distinct rooms suitable for holding a meeting or conference. Delegate numbers are listed in the table below. Facilities can be hired on a room-only basis, half day or full day delegate or 24-hour residential delegate rate. We can provide accommodation for 20 delegates in single occupancy rooms. **All prices stated throughout include VAT**, except room hire which is non-vatable.

Room Name	Room size in sq m	Features Of Room	Theatre Style	Boardroom Style	Cabaret Style	Room Hire Charges Non-Vatable
<b>Sibthorpe</b>	39	Air Conditioned Black out shutters Light & Airy with 12' ceiling height	50	22	30	£150 half day £260 full day
<b>Dining Room</b>	40	Air Conditioned Black out shutters, 12' windows	60	24	40	£160 half day £270 full day
<b>Winston</b>	76	Air Conditioned Private Bar Private Access Light and Airy with 11' ceiling height	70	24	50	£200 half day £300 full day
<b>Winston &amp; Dining Room</b>	132	Combination of our two largest function rooms. Light and airy with Air Conditioning. Finger / fork buffet only.	100	30	100	£500 half day £1000 full day

Meetings of under 10 delegates pay the room hire charge in addition to the day delegate rate.

Room Hire only bookings will have all incremental extras added to their final bill.

Half day rates available within the following times: 7am-12pm / 1pm-5pm.

Full day rates available 7am-5pm / 6.30pm – 11pm.

**No Conferences or Meeting rooms available over the festive period.**



# Washingborough Hall

HOTEL | WEDDINGS | EVENTS

## Individual Delegate Rates

- 1. Half Day Delegate Rate £24.95** for x10 delegates & Over includes the following:  
Half day rates available within the following times: 7am-12pm / 1pm-5pm.

- Arrival tea & coffee
- Mid session tea, coffee & biscuits
- 2 course lunch or finger / fork buffet with tea & coffee
- Bottled tap water & cordials
- Room hire for up to 4 hours
- Flip chart, pens, data projector & screen
- WiFi
- Car Parking

- 2. Full Day Delegate Rate £34.95** for x10 delegates & Over includes the following:  
Full day rates available 7am-5pm / 6.30pm – 11pm.

- Arrival tea & coffee
- Mid morning tea, coffee & biscuits
- 2 course lunch or finger/fork buffet with tea & coffee
- Mid afternoon tea, coffee & homemade cake
- Bottled tap water & cordials
- Room hire for up to 9 hours
- Flip chart, pens, data projector & screen
- WiFi
- Car Parking

- 3. 24 Hour Residential Delegate Rate £175** includes the following:

- Day delegate rate as above, plus:
  - 3 course dinner from 'A la carte menu' plus tea/coffee
  - Single occupancy accommodation
  - Full English Breakfast
  - 2 course lunch or finger/fork buffet with tea & coffee

Meetings of under 10 delegates pay the room hire charge in addition to the day delegate rate.



# Washingborough Hall

HOTEL | WEDDINGS | EVENTS

## Additional Miscellaneous Prices

Lectern	Free
Flip Chart	£5
Data Projector & Screen	£50
Laptop	£25
Speakers for PC	£10
TV	£15
DVD player	£10
2 Course Lunch	£17.95 / person
Finger or Fork Buffet	£14.95 / person
Tea & Coffee (inc biscuits)	£2 / person
Afternoon Cake selection (2 cakes per person)	£4 / person
Danish Pastries	£2.50 / person
Breakfast Rolls (bacon / sausage / Quorn)	£4.25 / person
Fax	50p / page
Photocopies	10p / sheet

Please note that our rates and packages are a suggested minimum starting propositions for your event. We can tailor make your package to add menu and refreshment upgrades. Please do not hesitate to discuss your specific requirements with our Reception Team. Commission is only payable with prior consent from Washingborough Hall Hotel.

### Terms & Conditions:

- a) Clients must take all reasonable precautions to ensure that no damage occurs to the property of Washingborough Hall Hotel (WHH) or its employees. In the event of any damage occurring, WHH has the right to render the client liable for the replacement or repair of any or all property damaged.
- b) In the event of any members of staff being injured by the client or anyone attending the function the client shall be liable for any claims arising therein.
- c) The client shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the premises by any means unless agreed in writing by the WHH prior to the event.
- d) Meetings of under 10 delegates pay the room hire charge in addition to the day delegate rate.
- e) Washingborough Hall Hotel will allocate the function room on the day of the event dependant on your final numbers & other events taking place within the Hotel that date.

#### Clients Equipment

WHH cannot accept responsibility for any equipment, provided by, for, or on behalf of the client, left unattended prior to, during or after the function.

**Cancellation policy:** Over 31 days before no charge, Between 2 weeks & 1 month 25%, between 48hrs & 2 weeks 50%, less than 48hrs full charge. Percentage charge applies to the total value of the facilities and services booked.



## Washingborough Hall

HOTEL | WEDDINGS | EVENTS

### **Sample Conference 2 Course Lunch Menus**

#### **For Main Course.....**

Pan-seared Chicken Breast, Forest Mushroom Fricassée  
Roast Salmon Fillet, Sun-blushed Tomato & Olive Sauce Vierge  
Open Tartlet of Roast Beetroot, Glazed Goats Cheese & Toasted Pine Nuts, Pesto Dressing  
Confit of Butternut Squash & Thyme Risotto, Root Vegetable Crisps  
Slow Braised Beef Bourguignon, Smoked Bacon & Herb Dumplings  
Smoked Haddock & Spinach Tagliatelle  
All main courses are served with seasonal vegetables & potatoes

#### **For Dessert.....**

Crème Brûlée  
Lemon Tart with Raspberry Sorbet  
Goey Chocolate Brownie with Vanilla Ice Cream  
Pear & Blackberry Crumble with Crème Anglaise  
Crème Caramel  
Sticky Ginger Pudding with Ginger Wine Sauce

### **Sample Finger Buffet Menu**

Selection of Sandwiches on Seeded & Farmhouse Bread  
Boston Sausage Rolls  
Assorted Quiches  
Honey & Mustard Cocktail Sausages  
Mini Fish Cakes, Tartar Sauce  
Filo Prawns, Sweet Chilli Sauce  
Quail Scotch Eggs, House Chutney  
Coronation Chicken Crostini  
Selection of Mini Desserts / Cakes

### **Hot Fork Buffet Menu available upon request**

Whilst we will always do our best to reduce the risk of CROSS-CONTAMINATION in our restaurant and other food service areas, we CANNOT GUARANTEE that any of our dishes are free from allergens and therefore cannot accept any liability in this respect.

Guests with severe allergies are advised to assess their own level of risk and guests must understand they consume dishes at their own risk.

Washingborough Hall Hotel, Church Hill, Washingborough, Lincoln LN4 1EH  
Tel: 01522 790 340 email: [enquiries@washingboroughhall.com](mailto:enquiries@washingboroughhall.com) [www.washingboroughhall.com](http://www.washingboroughhall.com)