



## **Meeting Room Information 2026**

We offer the Dining Room for meetings and small conferences – this is the blue room to the right of the main hallway. Delegate numbers are listed in the table below. The room is offered at a full day (or part thereof) delegate rate and can be combined with a 24-hour residential delegate rate. We can provide bedrooms for up to 20 delegates in single occupancy rooms.

All prices stated throughout include VAT.

<b>Room Name</b>	<b>Room size in sq m</b>	<b>Features Of Room</b>	<b>Theatre Style</b>	<b>Boardroom Style</b>	<b>Cabaret Style</b>	<b>Horseshoe Layout</b>
<b>Dining Room</b>	40	Air Conditioned Black out shutters, 12' windows	Up to 30	Up to 20	Up to 32	Up to 20

If your numbers are below 12 delegates, there is a minimum charge of £750.00 for a full (or part) days use of the Dining Room as a meeting room.

The room is available from 8am for setting up and should be vacated by 5pm. There is no breakout area available with the meeting room, a second room can be hired for an additional cost-subject to availability. Larger functions requiring the use of a larger room will incur an additional room hire charge.

The room is not available as a meeting room through the Festive Period from Mid-November to end of December.

Washingborough Hall Hotel  
Church Hill, Washingborough, Lincoln LN4 1EH  
Telephone: 01522 790340  
[www.washingboroughhall.com](http://www.washingboroughhall.com)

VAT No: 940 552 533. Registered in England & Wales No: 06676132

## Individual Delegate Rates

### Day Delegate Rate £62.50 inc VAT

The rate includes:

- Arrival tea & coffee
- Mid-morning tea, coffee & biscuits
- Finger buffet or 2 course lunch with tea & coffee
- Mid afternoon tea, coffee & homemade cake
- Bottled tap water & cordials
- Flip chart, pens, data projector & screen
- Wi-Fi connection
- On site car parking

### 24 Hour Residential Delegate Rate From £272.50 inc VAT

The rate includes:

- Arrival tea & coffee
- Mid-morning tea, coffee & biscuits
- Finger buffet or 2 course lunch with tea & coffee
- Mid afternoon tea, coffee & homemade cake
- Bottled tap water
- Flip chart, pens, data projector & screen
- Wi-Fi connection
- On site car parking
- 3 course dinner from restaurants 'a la carte menu' plus tea/coffee
- Single occupancy accommodation (*in a Single, Large Single, Double or Executive Room*)
- Full English Breakfast

### Breakfast Conference £32.95 inc VAT

#### Room hire @ £295.00

**(7am to 11am)**

The rate includes:

- Tea, coffee & Juice
- Pastries
- Full English or Breakfast Baps.
- Bottled tap water
- Flip chart, pens, data projector & screen
- Wi-Fi connection
- On site car parking

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## **Terms & Conditions:**

1. 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 will render the client liable for the replacement or repair of any or all property damaged.
2. 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. Eg. Blue tack must not be stuck to any walls.
3. Washingborough Hall Hotel reserves the right to re-allocate a different function room on the day of the event.
4. Commission is payable to booking agents at 8% and is to be levied on top of the inclusive of VAT prices quoted above.

**5. 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 two weeks & one month : 50% charge  
Less than fourteen days : Full charge.

Percentage charge applies to the total value of the accepted quote including 24 hour delegate rates.

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