



Meeting Room Facilities

St Barnabas has meeting room facilities available to hire at Wellbeing Centres located at:

- Hawthorn Road, Lincoln
- Barrowby Road, Grantham,
- Resolution Close, Boston
- Grimsby Road, Louth

A meeting room is the ideal location to host a variety of different events, from board meetings to seminars, training sessions and team meetings. The rooms vary in size per location with the standard layout of boardroom style. Room layouts can be changed upon request.

Location	Meeting Room capacity	Full day rate	Half day rate
Lincoln	50 People	£160	£80
Grantham	20 People	£80	£40
Boston	12 People	£80	£40
Louth	40 People	£120	£60

All sites have free car parking, and each room offers the following facilities:

- Free WIFI
- Audio visual presentation equipment
- Flatscreen TV
- Flipchart

Refreshments

We can offer refreshments at all sites and buffet lunches at our Lincoln site only.

Refreshment Package - £2.50 per person

- Tea
- Coffee
- Biscuits
- Water

Buffet Lunch (offered at the Lincoln site only) - £7.50 per person

A selection of sandwiches, wraps, crisps, fruit and cakes.
(Please note special dietary requirements must be specified)



Meeting Room Terms and Conditions

Reservations

To enquire about meeting room availability please visit the St Barnabas website: StBarnabasHospice.co.uk

Bookings are not deemed as confirmed until a booking confirmation email has been received.

Venue Opening Hours

Wellbeing Centres are open weekdays – 9am – 4pm except for Louth which is open Tuesday to Thursday 9am – 4pm only

Catering

Refreshments are available at all site and light buffets can be ordered from the Lincoln site only. Refreshments and buffets must be pre-ordered and cannot be ordered on the day. A minimum of one weeks' notice is required for buffets. Please advise at time of booking should you have any special requests or dietary requirements. Please note that any additional drinks requested during your booking will be subject to availability and charged for.

Prices

All prices are inclusive of VAT.

Invoicing and Payment

Invoices are raised at the end of the month and will be posted / emailed to the contact specified on the booking form. Payments are due within 30 days.

Cancellation

Please note 48 hours' notice is required for all cancellations otherwise room hire fee will be charged.

Additional Charges

Please note that if any events run over 4pm an additional 20% of the room hire fee will be charged.

Equipment and notices

Guidance on how to use the equipment and notices are permitted within the meeting rooms, however, any damage made to furnishing may be charged. All fire exits and gangways must be kept clear. St Barnabas will not accept any responsibility for any possessions lost, damaged or stolen whilst on the premises.

Data Protection Privacy Notice

As part of hiring our conference room we are required to collect some personal details from you in order to secure the booking and contact you if there were any issues (for instance in the unlikely event that we had to cancel the booking at short notice due to an unexpected event e.g a flood).

The personal information we will require from you please is your First Name, Surname, telephone number and an e-mail address.

In accordance with the Data Protection Act 2018 your information will be held securely within the UK and not shared with any other third party. Your personal information used for securing the booking will be kept on file for 2 months. Your payment information will be kept for 7 years in accordance with national regulations. If you have any questions regarding your information please ask to speak to the St Barnabas Lincolnshire Hospice Data Protection Officer.