



BENTLEY HOTEL & SPA

LINCOLN

Conference Brochure 2026

events@bentleyhotellincoln.co.uk

01522 878000

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We look forward to meeting with you!

Our hotel is ideally located in the suburbs of Lincoln, easily accessible with excellent transport links for all major roads in the East Midlands.

Our state of the art conference centre was designed with flexibility in mind. Eight combinations of suites to suit your every need from intimate meetings, training courses, presentation and product launches for up to 250 delegates.

Free on site parking for up to 180 cars

Free Wi-Fi throughout the hotel

8 purpose built conference rooms with air conditioning

80 bedrooms

Gym

Corporate rates

2 – 250 delegates

Flexible packages to suit every occasion, whether you choose a day delegate rate or a bespoke package, you will be assured of exceptional service & meticulous detail from our dedicated and professional team.

Contact our Events Team now by calling them on 01522 878000 or email events@bentleyhotellincoln.co.uk for a personalised quotation.

Our Room Hire Rates:

Our Different Variety Of Suites:	Between 1-4 Hours	After 4 Hours
◇ Diamond Suite	£400.00	£800.00
◇ Crystal Suite	£225.00	£325.00
◇ Emerald, Ruby and Sapphire	£200.00	£300.00
◇ Pearl Suite	£125.00	£200.00
◇ Silver, Gail or Platinum Suite	£110.00	£170.00

Equipment and Daily Hiring Prices:

◇ Laptop	£83.20
◇ Data Projector and Screen	£41.60
◇ Data Projector, DVD, Screen and Sound (Including Remote Mouse)	£105.00
◇ TV	£83.20
◇ Screen only 6ft	£26..00
◇ Screen only 10ft	£46.80
◇ Lectern	£50.00
◇ Flip Chart	£16.60
◇ PA System and Radio Microphone (Roving or Lapel)	£55.00
◇ Extra Microphone	£12.00

Conference Buffet Menus

All include Tea & Coffee

Finger Buffet—£16.60 per person

(This menu is included in the Day Delegate package)

Selection of Sandwiches

(Tuna Mayo, Ham & Tomato, Egg Mayo, Cheese & Pickle)

Sausage Rolls

Chicken Goujons

Vegan Style Coleslaw

Sunny Vibes Salad

Fresh Fruit Salad

Dessert of the Day

Salad Buffet—£17.70 per person

Chilled Ham & Topside of Beef

Spanish Style Quiche

Vegan Style Coleslaw

Potato Salad

Tomato & Mozzarella Mixed Salad

Buttered New Potatoes

Fresh Baked Petite Pan

Fresh Fruit Salad

Dessert of the Day

Hot Fork Buffet—£18.70 per person

(This menu is included in the Executive Day Delegate Rate)

Chicken, leek and mushroom Pie

Beef Lasagne

Penne pasta, pesto and parmesan

Served with garlic bread, fries & Vegetables

Fresh Fruit Salad

Dessert of the Day

Sandwiches and Chips— £9.90 per person

Platter of Mixed Sandwiches

Chips or French Fries

Light Finger Buffet— £12.50 per person

Platter of Mixed Sandwiches

Savoury Item

Slice of Cake

Bowl of Fresh Fruit

Conference Breakfast Menus

Business Breakfast—£16.10 per person

Chilled Fruit Juices
Cornflakes **(GF available on request)**

Lincolnshire Sausage/Vegetarian Sausage
Back Bacon **(gf)**
Grilled Tomato **(v) (gf)**
Hash Brown **(v)**
Black Pudding
Baked Beans **(v) (gf)**
Mushrooms **(v) (gf)**
Fried Egg on Fried Bread **(v)**

Mixed Toast with Preserves
(GF available on request)

Freshly Brewed Tea & Coffee

Continental Business Breakfast—£13.00 per person

Chilled Fruit Juices
Cornflakes **(GF available on request)**

Croissants, Fresh Baked Rolls, Mixed Toast **(v)**
(GF available on request)
Preserves and Honey

Freshly Brewed Tea & Coffee

Refreshments

◇ Tea, Coffee or Herbal Tea	£2.60 per person, per serving
◇ Tea, Coffee and Biscuits	£3.65 per person, per serving
◇ Tea, Coffee and Pastries	£5.20 per person, per serving
◇ Tea, Coffee and Cake	£5.20 per person, per serving
◇ Mineral Water - 750ml bottle	£4.60
◇ Bowl of Fresh Fruit -	Per 10 delegates £15.60
◇ Chilled Orange Juice -	Per Litre Jug £8.30
◇ Bacon, Sausage or Vegetarian Baps	£6.20 per person

See our Day Delegate Packages

Standard Day Delegate Rate (10 delegates and over) - £38 per person

Room hire
Tea & coffee on arrival
Mid-morning tea, coffee & pastries
Conference finger buffet served in the meeting room
Mid-afternoon tea, coffee & cake
Herbal tea available on request
Iced water, fruit cordial & mints
Flipchart & pens
Data projector & screen
Free Parking

Executive Day Delegate Rate (10 delegates and over) - £45 per person

Room hire
Tea & coffee with bacon or sausage baps (vegetarian available on request)
Mid-morning tea, coffee & pastries
Conference hot fork buffet served in the meeting room
Mid-afternoon tea, coffee & cake
Herbal tea available on request
Iced water, fruit cordial & mints
Flipchart & pens
Data projector & screen
Free Parking

24 Hour Delegate Rate (10 delegates and over) - £145 per person

Room hire
Tea & coffee on arrival
Mid-morning tea, coffee & pastries
Conference finger buffet served in the meeting room
Mid-afternoon tea, coffee & cake
Herbal tea available on request
Iced water, fruit cordial & mints
Flipchart & pens
Data projector & screen
Three course evening meal with tea & coffee
Single accommodation including breakfast
Free Parking

CONFERENCE BOOKING CONDITIONS

1. Confirmation

All bookings require our booking form to be signed and returned to the hotel by email or post. We reserve the right to release the booking after 14 days if no deposit or confirmation has been received.

2. Accounts

Credit Accounts are opened subject to references, please ask for an application form to open an account. If you already have an account with us, we need a signature on our booking form to confirm the booking is to be charged to the account. All invoices not paid at 30 days from invoice, will incur a 5% levy per week for accounts not settled on time.

All bookings which don't have a credit account require a credit card number at the time of booking. A third-party authorisation form will be provided and must be completed and returned to the hotel in order to confirm the booking. This card number will then be charged on departure for the event.

3. Numbers

Approximate numbers required on booking an event. Final numbers are required 7 days prior for all conferences with accounts and credit card facilities. Non account clients will need to amend the final numbers when you pay 7 days prior to the event. Please note these will be the minimum charged to your account with No Refunds.

4. Cancellation

All cancellations must be confirmed in writing. Individual accommodation must be cancelled before 4pm on the day prior to arrival. A telephone cancellation requires a cancellation number, please ensure you receive one and keep a record of it.

Non-arrival - If a guest fails to arrive and no cancellation number issued a non-arrival charged 100% of the total booking.

Unconfirmed bookings - will be released 48 hrs before day of arrival.

Check in time from 3pm on day of arrival. Check-out time 11.00am on day of departure.

In the event of a Conference cancellation of a for any reason, the company reserves the right to levy cancellation charges as follows: -

1 to 3 Months' notice 30% of total account including forfeit of original deposit.

1 Week to 1 Months' notice 50% of total account including forfeit of original deposit.

48hrs to 1 Weeks' notice 75% of total account including forfeit of original deposit.

Within 48hrs 100% including forfeit of original deposit.

5. Company Liability

The company shall not be liable for any delays in performing its duties as a result of causes beyond its control. The company reserves the right to cancel any event it considers it could prejudice the reputation of the hotel. No correspondence will be entered in to, and any deposits paid will be returned. The hotel shall not be responsible for the damage or loss of any articles left in the hotel prior to, or following the Client's function.

6. Client Liability

The client shall be responsible for the orderly conduct of their guests and ensure that their behaviour shall not cause a breach of the law or in any way cause a nuisance to other guests. Also, the client shall reimburse the company for any costs incurred through wilful damage or negligence of company's property by the client or their guests.

7. Loss of Personal Items

The company cannot hold itself responsible for the loss of, or damage to, any property left on the premises or to any vehicle or its contents howsoever caused.

8. Pets

Dogs are welcome in our Standard Rooms only (not permitted in Executive Rooms, Bridal Suites, or other suites). A £10.00 per dog, per night fee applies, and a £50.00 pre-authorisation will be taken on arrival to cover potential damage. A maximum of 2 dogs per room is allowed. Dogs must be kept on a lead in public areas, are not permitted in the restaurant or breakfast area, and must not be left unattended in rooms. Owners are responsible for any damage or excessive cleaning, and dogs must be well-behaved, non-aggressive, and not on the UK banned breeds list.

Once you've made your booking, please call our reception team to notify us if you're bringing your dog, so we can ensure everything is prepared for your stay.

9. General

Whilst the hotel has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate, it reserves the right to alter, substitute or withdraw any service or facility without notice if necessary.