

EVENTS AND CONFERENCE INFORMATION

We have a range of options accommodating from 2 to 290 guests.

Room Capacities

Room	Lunch /Dinner	Civil Ceremony	Theatre	Classroom	Boardroom	U-Shape
Forge*	130	160	180	100	80	80
Anvil*	40	40	40	20	25	20
Smithy*	60	60	70	35	40	35
Central Conservatory	16	16	18	10	16	10
Central Lounge	16	-	18	10	16	10
Clock Tower	8	-	-	-	8	-
Central Bistro	46	50	50	30	32	30

*The Forge, Anvil and Smithy rooms can be joined together to create a larger space to suit your requirements.

Room Prices and Dimensions

Room	Price	Dimensions	A/C
Forge*	£350.00	14.5m x 12.5m	Yes
Anvil*	£135.00	5.8m x 7.7m	Yes
Smithy*	£195.00	9.6m x 8.5m	Yes
Central Conservatory	£135.00	4.1m x 5.7m	No
Central Lounge	£135.00	3.9m x 5.7m	No
Clock Tower	£135.00	3.9m x 3.9m	No
Various Syndicate Rooms	From £95.00	Various	No

Our rates include:

- Free Wifi
- Iced water, cordials and mints
- Air conditioning
- Free Parking (Onsite and nearby)



Washington Street, Workington, Cumbria, CA14 3AY
Tel: 01900 65772 | Email: info@washingtoncentralhotel.co.uk
www.washingtoncentralhotel.co.uk

Equipment available to hire includes:

Screen	£17.50
Television	£17.50
Video or DVD player	£17.50
Data Video Projector	£30.00
Flip Chart Stands	£ 6.00
Flip Chart Pads & Pens	£13.00
Delegate Pads and Pens per person per day	£2.50
Extension Leads	£ 2.50 each
P.A System and microphone	£60.00

Daily rate from £37.50 and overnight package £150.00 inclusive of dinner

If you do not see what you need to suit your requirements, please call on 01900 65772 to discuss further options.



Terms and Conditions

Deposit

- To secure a booking, 50% of the room hire or equivalent is due upon confirmation.
- Deposits are £500.00 per event or £10.00 per person for smaller parties.
- A credit card is needed to secure all bookings.

Cancellation

- In the event of a cancellation, deposits are non-refundable.
- Cancellation terms are:
 - Within 7 days of the event, 50% of the full cost of the event is due.
 - Within 3 days of the event, 100% of the full cost of the event is due.

Payment

- Final numbers and confirmed catering arrangements are due 48 hours before the event. This will be the minimum number that will be charged.
- All events can be paid in full prior to the event.
- All events must be settled in full upon departure.