



**DUKE OF CORNWALL
HOTEL**
PLYMOUTH

The Duke Of Cornwall Hotel
Millbay Road
Plymouth
Devon
England
PL1 3LG

Conference Information

Planning Your Event

The main concern of any organiser is that the event runs smoothly on the day. Experienced, professional staff, who understand the specific requirements of today's business meetings supervise all of our events.

Our experienced events team will discuss your meeting with you in detail prior, and help you decide the most suitable facilities for your event. The schedule for the event will be arranged, encompassing the room format, equipment, refreshments, timings, and catering for the meeting.

On the day of your event, there will be a member of the front of house team available throughout your meeting, to assist with any minor changes you may wish to make, and ensure that all of your pre-arranged items are available and ready at the agreed times.

Function Suites

The hotel has seven unique function rooms, which cater for events ranging from one-on-one interviews, to conferences up to 300 people.

The rooms available are as follows:-

Ballroom

This is the largest conference room in the hotel, and benefits from a fixed stage for presentations. The room is fully air conditioned and has 3 phase electrics and computer controlled lighting. The room benefits from WIFI broadband internet access and boast all modern facilities within a traditional setting.

Hayward Room

This is a popular light and airy room, with beautiful bay windows affording views over Plymouth. It benefits from an adjacent reception area which is perfect for morning registration and refreshment breaks.

Millbay Suite

This is a flexible meeting room with the option to be used as a single suite or as two separate meeting spaces. The Millbay Room and Station Room make up the Millbay Suite and because of its flexibility is frequently used for workshop spaces, interview suites, and training rooms. It is also beneficial for events when attendance numbers are lower than anticipated as the room can be reduced in capacity accordingly

Fleur De Lys Suite

This is a self contained suite, with dedicated external access and private bar facilities. The unique shape of the room is perfect for hosting a seminar or meeting. The room has a natural division which offers an area for the catering, whilst keeping your presentation space free.

Writing Room

The Writing Room is located on the ground floor, and is a very attractive setting for smaller meetings and events. The room has exquisite paintings and wood panelling on the walls, whilst retaining a light and fresh appearance.

Whiteford Room

This is our smallest function room, and is ideal meeting space for small board meetings and interviews. The Whiteford Room provides an ideal office or breakout area for large conferences requiring additional space, and benefits from being centrally located for both the Millbay Suite and Hayward Room.

Directors:

W. Combstock MIH
J. Morcom MIH

Tel: 01752 275850

Fax: 01752 275854

www.thedukeofcornwall.co.uk

enquiries@thedukeofcornwall.co.uk



VAT No. 143 0381 05
Plymouth Hotel Company Ltd Reg No. 4252827



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Facilities and Equipment

A list of standard equipment is available for use within your business meeting. Should you require a specialist set up for your event, we are able to arrange this and provide a quotation on an individual basis.

- WIFI Internet Access
- Data Projector
- Laptop
- Screen
- Television
- DVD
- Video
- Overhead Projector
- Slide Projector
- Flipchart and Pens
- Whiteboards
- Direct Lines and Voicemail

Secretarial support can be provided, including the use of facsimile and photocopying. A charge will be made for these services as taken.

All electrical equipment brought into the hotel must have a valid safety certificate.

Food

An extensive menu is available for all conference and business events.

Our Chef and his team offer a good choice of British and Continental cuisine using fresh local produce.

You can be assured that you'll enjoy our popular AA Rosette and 2 Blue Riband award winning menus in the warmth and ambience of the hotel.

See our range of menus enclosed.

Drinks

A wide selection of drinks are available for business meetings, including speciality coffees and teas as well as soft drinks.

These can all be accompanied with biscuits, Danish pastries or muffins as required.

A fine selection of wines by country and grape are available to compliment the extensive menus offered for business lunches, dinners or receptions.

All drinks packages are tailored to individual requirements, should you have any specific drinks you would prefer, please ask for a quote.

Accommodation

When arranging or attending a conference, we appreciate that the trainer or some of the delegates may wish to stay at the hotel to be fully refreshed and ready to enjoy the event.

We offer discounted rates for anyone attending the conference, and request that when placing your booking that you make reservations aware to benefit from these reduced rates.

Choose from one of our many period bedrooms including Four Poster Suites, Master Bedrooms as well as our individually styled standard rooms.

All of the rooms have been designed and decorated to the highest standards, and promise to make your stay comfortable and relaxing.

So why not wake up fully refreshed, enjoy a hearty breakfast ready for the days business ahead.

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Delegate Packages

A number of inclusive packages are also available at the hotel. These packages offer a fixed price for each delegate attending, and ensure that all of the items you may require are available for you and your attendees.

Daily Delegate Package

Minimum of 12 People

- Conference Room Hire
- Unlimited Tea/coffee for the duration of the meeting
- Danish Pastries will be served mid morning, and Biscuits on arrival and mid afternoon with tea/coffee
- Fresh fruit basket in the conference room
- 2 Course Hot/Cold Buffet Luncheon with tea/coffee water, cordials and mints
- Iced water and cordials in the conference room

The use of the following equipment:-

- Flipchart and Pens
- Overhead Projector and Screen
- Slide Projector and Screen
- Notepads and pencils
- Television DVD/Video
- LCD Projector and Screen (must be pre-ordered)
- Free internet access in the conference room.
- Stationery pack including paper and pens, pencil sharpener, highlighter pens, stapler, hole punch.

Should you wish to have a 3 Course Table D'hote Lunch, a £3.50 supplement per person is charged.

Delegate Packages

24 Hour Residential Package

Minimum 12 People

A double/twin bedroom for single occupancy with en-suite facilities, including tea/coffee making facilities, TV, telephone, hairdryer, trouser press and WIFI internet access.

- Overnight accommodation including full English breakfast.
- Conference Room Hire
- Unlimited Tea/coffee for the duration of the meeting
- Danish Pastries will be served mid morning, and Biscuits on arrival and mid afternoon with tea/coffee
- Fresh fruit basket in the conference room
- 2 Course Hot/Cold Buffet Luncheon with tea/coffee water, cordials and mints
- Iced water and cordials in the conference room
- 3 course Restaurant Dinner
- Free internet access in the Bedroom

The use of the following equipment

- Flipchart and Pens
- Overhead Projector and Screen
- Slide Projector and Screen
- Notepads and pencils
- Television DVD/Video
- LCD Projector and Screen (must be pre-ordered)
- Free internet access in the conference room.
- Stationery pack including paper and pens, pencil sharpener, highlighter pens, stapler, hole punch.

Master Room or Suite

To make your stay extra special, why not upgrade to a Master Bedroom or a Four Poster Suite. A number of these rooms are fitted with charming, period Four Poster or Canopied Beds. All of these rooms have a spacious lounge area and include Mineral Water and a Fresh Fruit Basket for your arrival.

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Tariff

Conference Room Hire

Ballroom

Full Day from £800.00
Half Day from £500.00

Hayward Room

Full Day from £200.00
Half Day from £140.00

Millbay Suite

Full Day from £200.00
Half Day from £140.00

Writing Room

Full Day from £180.00
Half Day from £120.00

Whiteford Room

Full Day from £160.00
Half Day from £110.00

Fleur De Lys Suite

Full Day from £250.00
Half Day from £180.00

Delegate Packages

Daily Delegate Package £45.00

24 Hour Residential Package £180.00

Master Room or Suite upgrades from £20.00
per room per night

Equipment Hire

Data Projector and Screen £75.00

Data Projector, Screen and Laptop £100.00

Laptop £50.00

Screen £20.00

OHP and Screen £25.00

Slide Projector and Screen £25.00

Flipchart and Pens £15.00

Whiteboard £15.00

Television and Video/DVD £25.00

Dedicated broadband wired line – pre
bookable - £35.00

Photocopying 10p per sheet

Fascimilie £1.00 per sheet

All rates are subject to availability and are
charged per day.

Prices all include VAT at the current rate

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