

DUKE OF CORNWALL
HOTEL
PLYMOUTH

CORPORATE PACK

Welcome



WELCOME

The Duke of Cornwall Hotel is the ideal venue for hosting your business meeting or event in Plymouth. Whether you're organising a conference, board meeting or seminar, this iconic hotel offers everything you need to make your event a success.

Our versatile range of function spaces allows you to make the right choice of location to suit the nature of your corporate event and the number of delegates attending. And whichever space you opt for, you're assured of an inspiring backdrop – the hotel's stunning period architecture and luxury decor make for a stylish setting for doing business.

But we offer more than just an elegant venue. Our vast experience of accommodating corporate events, combined with our first-rate facilities and superb service, ensure that your event runs smoothly and professionally. In addition, we offer fine dining, refreshments and luxury bedrooms, should your delegates wish to further enhance their experience.

These strengths, combined with our highly accessible location in the heart of Plymouth, Britain's Ocean City, make the Duke of Cornwall Hotel one of the south-west's most desirable venues for many types of business event.



PLANNING YOUR EVENT

Careful planning is central to running a successful corporate event. At the Duke of Cornwall Hotel, we're committed to doing all we can to ensure your meeting or conference runs like clockwork.

We begin by advising you in choosing the best space for your event. With this decided, we work with you to get the essential details right. This includes arranging the room to meet your particular needs and setting up the equipment and facilities your delegates require for the day. Plus, we can help you decide on the catering option that would best suit your event, ensuring your guests are served with high-quality food and refreshments when they need them.

At the Duke, you don't only benefit from an inspiring historic venue – you also get our renowned expertise in efficient and high-quality event planning. This complete service package has earned us an impeccable reputation for supporting businesses in staging first-class conferences and seminars.

FOOD AND DRINKS

At the Duke of Cornwall Hotel, we are recognised for the quality of our cuisine – and we provide a variety of catering options to enhance your business event. Our two AA-Rosette-awarded restaurant offers an exciting and delicious fine dining experience. Our creative Head Chef and talented kitchen team produce beautifully presented dishes with exceptional flavour – all in the stunning Victorian setting of our unique restaurant.

We also offer an excellent range of lighter dishes, plus quality teas and coffees, and tempting snacks. Your guests can choose from a wide selection of drinks from our bar – including our thoughtfully curated wine list and a choice of beers, spirits and soft drinks.

When you opt for one of our Daily Delegate Packages, the food and beverage needs of your attendees are conveniently built in. Guests can enjoy a tasty selection of hot or cold dishes from our luncheon menu, plus snacks, unlimited teas and coffees, iced water and soft drinks. Our Delegate Packages allow you to plan catering on a transparent, per-head basis, while ensuring your attendees are well looked after throughout the event.

EQUIPMENT AND FACILITIES

In all of our function rooms, we provide the modern facilities you need to make your event work. As experts in corporate hospitality, we can also cater for any specialist set-up your meeting or conference requires – quoted for on an individual basis. We also offer a separate IT room, equipped with a computer and printer, which delegates are free to use. Our list of standard equipment and facilities available includes:

- Wi-Fi internet access (unlimited usage)
- Data projector (VGA and HDMI connections)
- Laptop
- Screen
- Television and DVD player
- Flipcharts and pens
- Whiteboards
- Stationery packs
- Audio equipment/PA system
- A separate IT room with a computer and printer

ACCOMMODATION

If your delegates are travelling to your event from outside the city, they may wish to take advantage of the Duke of Cornwall Hotel's stylish accommodation. We offer a discounted rate for anyone attending conferences, so as well as getting convenience and comfort, you'll be saving money too.

Our wide range of bedrooms offer superb choice for overnight guests. From single and twin options to our superior and luxury four-poster rooms, we have accommodation to suit a variety of requirements. Every room is individually styled to complement the beautiful architecture of this landmark hotel.

Your delegates might wish to stay with us to wake up refreshed in preparation for the day's business ahead – with a chance to enjoy our hearty and delicious breakfast before they start. Or they may need a home-from-home for a pleasant stay between sessions in a multi-day conference. To secure bedrooms, and to claim your special discount, please let us know your accommodation needs when booking your corporate event.



DELEGATE PACKAGES

Our Daily Delegate Packages offer convenient inclusive options for your business event. We provide a comprehensive range of services and facilities to take care of your attendees' needs throughout your event. With regular meals and refreshments, excellent service and the option of accommodation, our Delegate Packages ensure everything is covered. That gives you the peace of mind of knowing that your delegates will be well catered for at a transparent, fixed price.

DAILY DELEGATE PACKAGE

(for groups of at least 12 people)

- Conference room hire
- Two-course hot/cold buffet luncheon, with tea and coffee, water, cordials and mints
- Unlimited tea and coffee available throughout the meeting or event
- Danish pastries served mid-morning and biscuits served with tea and coffee on arrival and in the afternoon
- Fresh fruit basket in the conference room
- Iced water and cordials in the conference room

Optional upgrade:

Switch to a three-course table d'hôte lunch for a supplementary cost.

EQUIPMENT HIRE INCLUDED:

- Wi-Fi internet access (unlimited usage)
- Data projector (VGA and HDMI connections)
- Screen
- Television and DVD player
- Flipchart and pens
- Whiteboards
- Stationery pack, including paper and pens, pencils, erasers, pencil sharpener, highlighter pens, stapler and hole punch

24-HOUR RESIDENTIAL PACKAGE

(for groups of at least 12 people)

- Overnight accommodation, including a full English breakfast and three-course dinner
- Conference room hire
- Two-course hot/cold buffet luncheon, with tea and coffee, water, cordials and mints
- Unlimited tea and coffee available throughout the meeting or event
- Danish pastries served mid-morning and biscuits served with tea and coffee on arrival and in the afternoon
- Fresh fruit basket in conference room
- Iced water and cordials in conference room

Optional upgrades:

Why not make your overnight stay extra special by upgrading to a superior bedroom or four-poster suite. Please enquire for the additional charge (variable by season).

You can upgrade your lunch option to a three-course table d'hôte lunch for a supplementary charge.

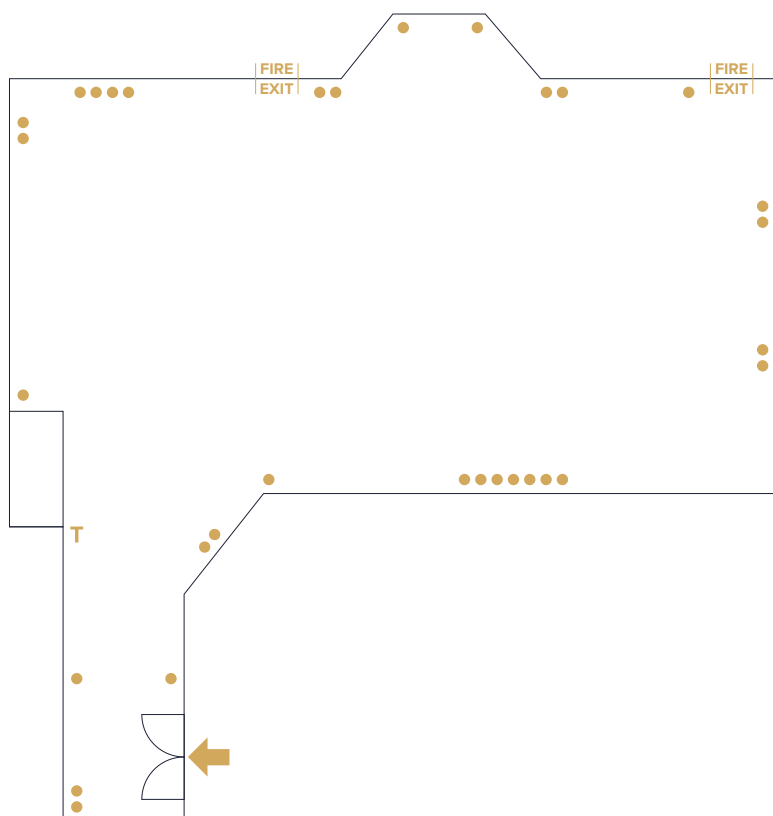
EQUIPMENT HIRE INCLUDED:

- Wi-Fi internet access (unlimited usage)
- Data projector (VGA and HDMI connections)
- Screen
- Television and DVD player
- Flipchart and pens
- Whiteboards
- Stationery pack, including paper and pens, pencils, erasers, pencil sharpener, highlighter pens, stapler and hole punch



BALLROOM

This grand space is our largest conference room. Its fixed stage is perfect for presentations, seminars and awards ceremonies. The ballroom is fully air-conditioned and features full AC three-phase electrics and an electronic scene-setting lighting facility. It's the ideal space for an event that needs to accommodate a large party, and where a striking backdrop is called for.



Ballroom dimensions:

- Length: 22m (74ft)
- Width: 12m (38ft)
- Height: 4m (12ft)
- Location: Ground Floor
- Natural daylight: No

Ballroom stage dimensions:

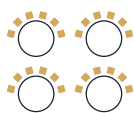
- Width: 4.5m (16ft)
- Depth: 2.5m (9ft)
- Height: 2.1m (7ft)
- Height above floor: 0.45m (1.5ft)

Capacities:

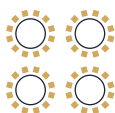
- Theatre layout: 300
- Cabaret layout: 180
- Classroom layout: 100
- Buffet layout: 300
- Banquet round tables: 220
- Banquet long tables: 250

- T** Telephone point
 • 13 amp socket

Cabaret



Banquet



Class Room

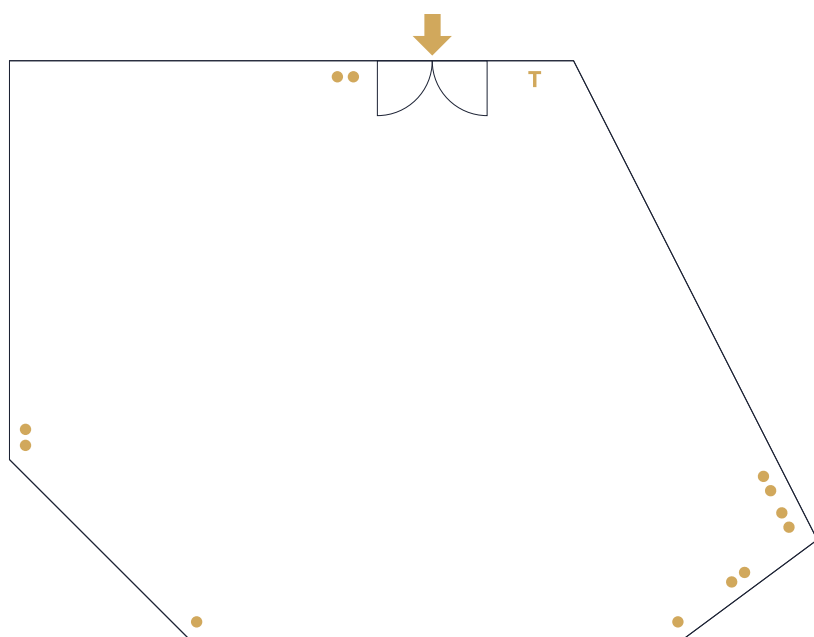


Theatre



HAYWARD ROOM

This popular space features beautiful bay windows, which afford excellent views over King Point Marina and attract plenty of natural light. The room also benefits from an adjacent reception area in addition to the main room – perfect for morning registration and as a breakout area for refreshment breaks. A private bar facility is available by request.



Hayward Room dimensions:

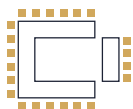
- Length: 9m (29ft)
- Width: 9m (29ft)
- Height: 4m (12ft)
- Location: Second Floor
- Natural daylight: Yes

Capacities:

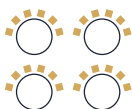
- Theatre layout: 80
- Cabaret layout: 48
- Classroom layout: 32
- Boardroom layout: 36
- Reception/buffet layout: 80
- Banquet layout: 60
- U-shape layout: 30

- T** Telephone point
 ● 13 amp socket

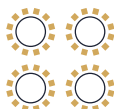
U Shape



Cabaret



Banquet



Class Room



Theatre

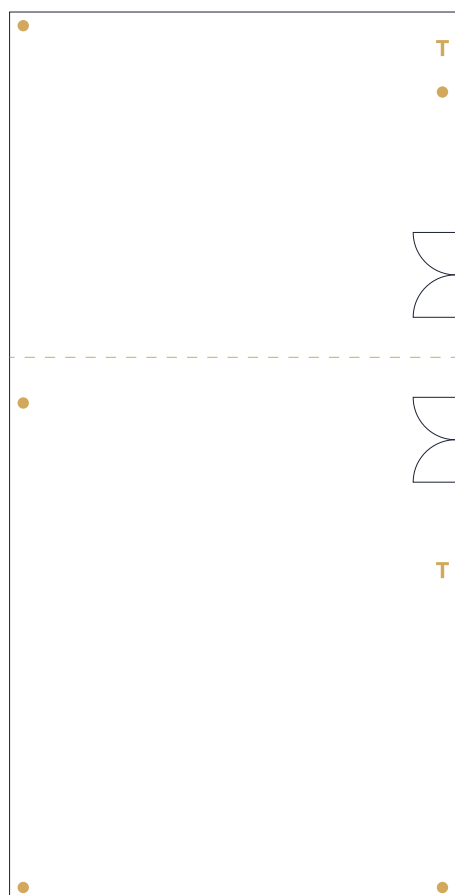


Board Room



MILLBAY SUITE

With the option of being configured as two separate meeting rooms or as one single space, the Millbay Suite offers excellent versatility. The separation of the two rooms – the Millbay Room and Station Room – makes the suite a popular choice for workshops, interviews and training events. The flexibility in the layout is also beneficial when attendance numbers are uncertain as the suite can be expanded or reduced as needed.



Millbay Suite dimensions:

- Length: 12m (39ft)
- Width: 6m (18ft)
- Height: 4m (12ft)
- Location: Second Floor
- Natural daylight: Yes

Capacities:

- Theatre layout: 60
- Cabaret layout: 24
- Classroom layout: 30
- Boardroom layout: 30
- Reception/buffet layout: 60
- U-shape layout: 25

Millbay Room dimensions:

- Length: 7m (23ft)
- Width: 6m (18ft)
- Height: 4m (12ft)
- Location: Second Floor
- Natural daylight: Yes

Capacities:

- Theatre layout: 40
- Classroom layout: 20
- Boardroom layout: 20
- Reception/buffet layout: 50
- U-shape layout: 18

Station Room dimensions:

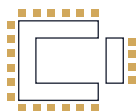
- Length: 5m (16ft)
- Width: 6m (18ft)
- Height: 4m (12ft)
- Location: Second Floor
- Natural daylight: Yes

Capacities:

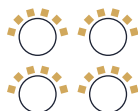
- Theatre layout: 25
- Classroom layout: 12
- Boardroom layout: 16
- Reception/buffet layout: 25
- U-shape layout: 14

- T** Telephone point
 ● 13 amp socket
 - - - - - Folding or removable partition

U Shape



Cabaret



Class Room



Theatre

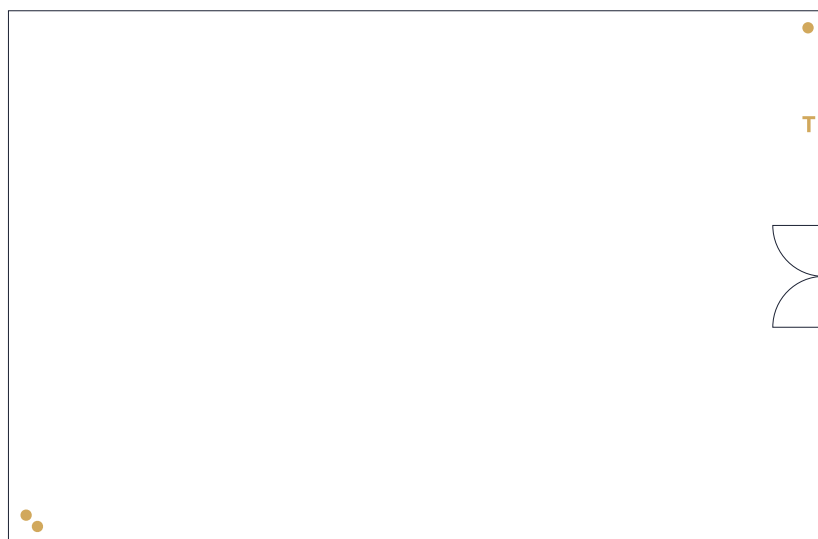


Board Room



WRITING ROOM

This function space is ideal for events with smaller numbers of attendees. Adorned with beautiful paintings and classic wood panelling, the room makes a stylish and sophisticated setting for doing business – whether it's a meeting, training session or seminar.



Writing Room dimensions:

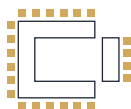
- Length: 8m (25ft)
- Width: 5m (16ft)
- Height: 3m (10ft)
- Location: Ground Floor
- Natural daylight: Yes

Capacities:

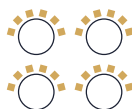
- Theatre layout: 40
- Cabaret layout: 24
- Classroom layout: 20
- Boardroom layout: 24
- Reception/buffet layout: 40
- Banquet layout: 30

- T** Telephone point
 • 13 amp socket

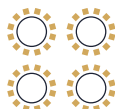
U Shape



Cabaret



Banquet



Class Room



Theatre

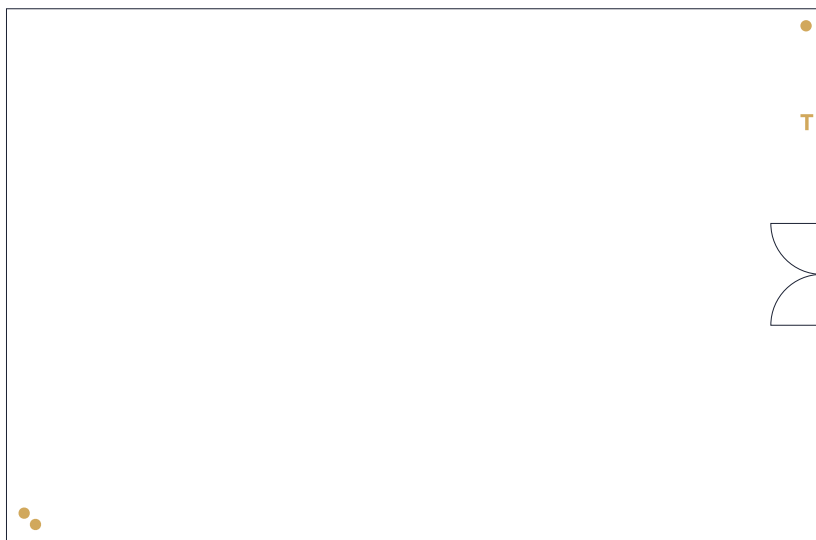


Board Room



WHITEFORD ROOM

This stylish function room is highly suited to board meetings, interviews and other business gatherings of small groups. The Whiteford Room could also be used as an additional office or breakout space for conferences in larger spaces – it's conveniently located between the Millbay Suite and Hayward Room on the Second Floor.



Whiteford Room dimensions:

- Length: 6m (20ft)
- Width: 4m (14ft)
- Height: 3m (10ft)
- Location: Second Floor
- Natural daylight: Yes

Capacities:

- Boardroom layout: 8

- T Telephone point
• 13 amp socket




Board Room





www.thedukeofcornwall.co.uk

Follow us on

 [@TheDukePlymouth](https://twitter.com/TheDukePlymouth)  [/dukeofcornwallhotelplymouth](https://facebook.com/dukeofcornwallhotelplymouth)  [/thedukeplymouth](https://instagram.com/thedukeplymouth)