

Payment, Terms and Cancellation

A provisional booking can be made, which will be held for two weeks after which confirmation will be required to secure your booking.

A deposit sum is payable upon booking. This amount will depend on the type and scale of the proposed event. Full payment must be made at least two weeks prior to the start of your planned event.

If you have an existing credit account with The Duke of Cornwall Hotel and a good credit history, full payment may be made within 30 days after the start of your event.

Any solicitors' fees incurred as a result of non-payments will be charged in addition to the overdue amount.

Conditions

In agreeing to book your event with The Duke of Cornwall Hotel, you accept responsibility for any damage or loss caused by you or any person attending your event. Full payment for any such damage or loss must be paid to the hotel.

We do not allow any items to be attached to the walls, floors or ceilings of the hotel without prior approval by the hotel management.

Any electrical equipment brought onto the hotel premises by you or your contractors must be certified as safe according to current PAT standards by a qualified test provider.

Cancellations

If you cancel your event after booking, you will be required to pay the following fees:-

- 6 to 12 weeks before the event start: 25% of total event fee
- 4 to 6 weeks before the event start: 50% of total event fee
- 2 to 4 weeks before the event start: 75% of total event fee
- Less than 2 weeks before the event start: 100% of total event fee

Any reduction of more than 15% in the number of attendees stated at the time of the booking will also incur the cancellation charges listed above.

All catering services are subject to price increases and other changes between the time of booking and the date of your event.