



ENGLISH HERITAGE

Pendennis Castle Corporate Tariff and Capacities.

Drinks Reception		Available Mondays - Thursdays	
Castle Keep	6pm – 9pm	Up to 110 guests	£1,000

Drinks Reception and Dinner		Available Mondays - Thursdays	
Melvill Room, Royal Artillery Barracks	6pm – 11pm	Up to 50 guests	£750
Killigrew Room, Royal Artillery Barracks	6pm – 11pm	Up to 100 guests for dinner and 70 for dinner dance	£1250
Castle Keep and Royal Artillery Barracks	6pm – 11pm	Up to 100 guests	£1500
Area of Grounds (marquee site)		Up to 2000 guests	POA

Conferences and Meetings		Available Mondays - Fridays	
Arundell Room, Royal Artillery Barracks	9am – 5pm	up to 60 delegates theatre style, 26 boardroom, 24 U-Shape	£250
Melvill Room, Royal Artillery Barracks	9am – 5pm	up to 60 delegates theatre style, 22 boardroom, 20 U-Shape	£350
Killigrew Room, Royal Artillery Barracks	9am – 5pm	Up to 89 delegates theatre style	£450
Killigrew Room and two syndicate rooms, Royal Artillery Barracks	9am – 5pm	Up to 89 delegates theatre style	£650

Daily Delegate Rates

Classic	Minimum of 20 delegates	£27.50 per person
Executive	Minimum of 15 delegates	£34.50 per person

For further details about Daily Delegate Rates please see separate Menu insert

Prices are exclusive of and subject to VAT.

Prices include the use of a lectern, OHP, flip chart, projector and screen

Prices for grounds hire include two day set up, day of event and one day take down

English Heritage reserves the right to amend prices at any time without notice



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Pendennis Castle Corporate Suppliers

Attention to detail is part of the service.

We offer a selection of suppliers, all of whom have been carefully chosen for their high standards and excellence in their own fields.

Caterers Marquees

For daytime events

Pendennis Tea Rooms
Tel: 01326 310107

For evening events

Barnett Fare
Tel: 01208 74426
www.barnettfare.co.uk

Royal Duchy Hotel
Tel: 01326 313042
www.royalduchy.co.uk

Sprig and Stock
Tel: 0845 638 3111
www.sprigandstock.co.uk

Truffles
Tel: 01326 374402
www.truffles-catering.co.uk

Aussie Marquees
Tel: 01726 883848

www.aussie-marquees.co.uk

Trevarno Tentapprises
Tel: 01326 572022

www.tentapprises.co.uk

Sound Light and Projections

Pyramid Presentations
Telephone 01872 870000

www.pyramid-presentations.co.uk



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Hirer's Guidelines

English Heritage offers facilities for events to be held within specified areas. The sites are of national importance, the safety of which is paramount. Requests for events will only be accepted if they are considered reasonable and appropriate to the site as a venue.

English Heritage properties are several centuries old, and, due to the historical nature of the site, have certain limitations in their use. For detailed information on restrictions relating to a particular property please refer to the Hospitality Manager and your contract. Your contract will have site specific guidelines which supersede the general guidelines shown below.

Some properties may not be suitable for children under 10 years of age, large groups of children, or accessible for guests with limited mobility.

Stiletto heels may not be worn in some properties due to the fragile nature of certain floors. You may be asked to advise your guests to wear appropriate footwear.

Service of food and drinks that spill easily and contain staining agents such as red wine or red berries may not be served in certain rooms.

Candles and naked flames are not permitted within the majority of English Heritage buildings.

Smoking is not permitted inside English Heritage buildings.

Confetti is not permitted on English Heritage sites, although rose petals may be permitted outside by prior arrangement.

Suppliers. For catering, marquees and lighting you must use the English Heritage accredited suppliers as advised to you by the Hospitality Manager. If your event requires specialist services, please seek advice from the Hospitality Manager.

Deposit. A non-refundable Deposit (50% of hire fee) is payable to English Heritage to confirm the booking. Full payment is required prior to the event, either immediately or one month before, whichever is greater. If another client wishes to book the same date(s) before your booking has been confirmed, you will be asked to confirm your booking and pay the Deposit within 48 hours. If the Deposit and signed Agreement are not received within this period, English Heritage reserve the right to cancel your booking.

Cancellation. You may cancel a booking by giving English Heritage notice in writing. English Heritage shall use its reasonable endeavours to find a replacement booking for the dates at the property and, if successful, will refund you 90% of the Deposit and the balance of the Hire Fee paid.

Where English Heritage cannot find a replacement booking, it reserves the right to retain the Deposit; and where you cancel the Event less than three months in advance, to retain or charge you the balance of the Hire Fee. Some conditions may vary according to the nature of the event – please refer to your contract.

For security purposes, English Heritage requires a copy of your guest list in advance of the event. Organising personnel should not arrive on site prior to the times agreed with the Hospitality Manager.

Names are to be provided in advance and personnel will be asked to sign in and display appropriate identification.

The Hospitality Manager or a Duty Manager from the Visitor Operations Team will be on duty throughout the event.

English Heritage reserves the right to remove any guests whose behaviour is thought to endanger the safety of the site, other guests or English Heritage staff.

The hirer and guests must leave by the hire finish time. All refreshments and music must cease 30 minutes prior to the hire finish time.

The hirer, or their suppliers are responsible for removing all litter and anything brought to site prior to public opening the next day. English Heritage will not accept responsibility for loss or damage to any articles brought to site by organisers or guests.

Insurance. English Heritage carries an insurance policy which provides cover for some of the risks which may arise as a result of the hiring of an English Heritage property. The policy covers claims to a maximum of £5 million (£20 million for certain properties) for damage caused to the property, contents or English Heritage employees. Cover is not provided for cancellation costs or any claims arising as a result of negligence by the hirer.

A copy of the full Terms and Conditions is available upon request.

For further information please contact the Hospitality Manager
Telephone 01326 310106
Facsimile 01326 319911
Email loraine.matthews@english-heritage.org.uk

Pendennis Castle Falmouth, Cornwall TR11 4LP

www.english-heritage.org.uk/hospitality

If you would like this document in a different format, please contact our Customer Services department:

Telephone: 0870 333 1181

Fax: 01793 414926

Textphone: 01793 414878

E-mail: customers@english-heritage.org.uk