

COSMOPOLITAN

HOTEL • RESTAURANT • BAR

Banqueting



YOUR EVENT

We would like to take this opportunity to thank you for your enquiry.

From the moment you make the first enquiry to the end of your event, you will be looked after by an efficient, professional, helpful and above all, friendly team who are ready to advise, plan and prepare the arrangements to make your event a truly memorable occasion.

A member of our team will be delighted to show you around the hotel without obligation and offer guidance in preparing an individual package for your event. I hope you find the information within this brochure informative.

Stephanie Coldwell
Events Co-ordinator

Function Rooms

The Cosmopolitan Hotel has 3 suites for functions

The Regent Suite

The Regent Suite has lots of character and style and can accommodate up to 80 guests for a dinner dance and 100 for a private dinner. The Regent Suite is situated on the ground floor, is fully air conditioned and having its own private bar.

The Sovereign Suite

The Sovereign Suite can accommodate up to 60 guests for a dinner dance and 80 for a private dinner

The Pullman Suite

The Pullman Suite is ideal for the smaller more intimate Dinner's accommodating up to 25 people.

With our Complements

We have designed our Package with you in mind.

Printed Menus and Table Plan

White Table Linen

Hire of a suitable Function Suite

Overnight accommodation for the organiser inclusive of Full English Breakfast

Overnight Accommodation

Special rates can be organised for your guests requiring accommodation, subject to availability.

However it is recommended that you advise your guests the importance of booking accommodation at the earliest opportunity.

Menu Selector

To Begin

- Prawn and Smoked Salmon Timbale on Baby Rocket with a Marie Rose Dressing and a Lemon Crown **£4.25**
- Chicken Liver and Port Pate with Melba Toast and Red Onion Marmalade **£3.95**
- Caesar Salad with Parmesan Shavings and Garlic Croutons (v) **£3.95**
- Duck Spring Roll on Oriental Noodles, Pickled Cucumber and Plum Reduction **£5.95**
- Roast Butternut, Crispy Pancetta and Goats Cheese Tartlet Resting on Baby Rocket **£4.50**
- Wild Mushroom and Sun Blushed Tomato Risotto served with a Parmesan Wafer (v) **£4.75**

Soups

- Leek and Potato topped with a Herb Crème Fraîche
- Roast Carrot and Coriander with Garlic Sippets
- Wild Mushroom and Baby Spinach with Tarragon Oil
- French Onion with a Parmesan Crouton
- Roast Tomato and Green Pepper
- Sweet Potato with a Sweet corn Salsa
- All soups £3.95**

Fish Dishes

- Crispy Fish and Chips with Mushy Peas, Tartar Sauce and Fresh Lemon Crown **£9.95**
- Salmon Fillet topped with a Crayfish Mousse on Citrus Cous Cous with a Passion fruit Hollandaise **£13.95**
- Roast Cod Loin on Feta and Sundried Tomato Hash with a Cumin and Yellow Pepper Dressing **£14.95**
- Grilled Lemon Sole with Saffron Potato, Wilted Spinach, Fresh Asparagus and Sauce Grenoblaise **£15.95**

Main Courses

- Marinated Lamb Rump on Sweet Potato Mash with Tempura Baby Corn, Wilted Spinach and Port Wine Jus **£14.95**
- Chicken Breast Wrapped in Bacon on Potato Rosti with a Wild Mushroom, Garlic Cream Sauce **£12.95**
- Crispy Duck Breast, Wasabi Celeriac Puree, Chorizo Sausage and Three Bean Cassolet **£16.95**
- Braised Yorkshire Beef with Root Vegetable and Mustard Grain Dumplings **£16.25**
- Medallions of Pork with Black Pudding, Bubble and Squeak and Mustard Sauce **£14.95**
- Turkey Breast sitting on Creamy Peas and Pancetta, Bramley Apple Sauce and Sage Mash **£13.95**

Vegetarian

- Celery and Celeriac Gratin Served with Wild mushroom, Roast Vine Tomatoes and White Truffle Oil.
- Butternut and Baby Spinach Risotto with Roasted vegetables, Cashew nuts and Sloe Gin Syrup.
- Roasted Beetroot, Caramelised Red Onion and Thyme Tart with Onion Puree and Goats Cheese.
- Garlic Portobello Mushroom, Asparagus and Brie Stack with Sun blushed Tomato Pesto.
- Roasted Yellow Pepper Stuffed with Cous Cous, Roasted Vegetables and Rarebit Glaze.
- All Vegetarian Dishes £12.95**

To Finish

- Sticky Toffee Pudding with Butter Scotch Sauce and Vanilla Ice Cream
- Chocolate Brownie with Clotted Cream and Warm Chocolate Sauce
- Baileys and White Chocolate Cheesecake with Wild Mixed Berry Compote
- Citrus Tart served with Clotted Cream and Raspberry Couli
- Granny Smith and vanilla Crème Brule with Orange Sorbet and Coconut Shortbread
- Brandy Snap Basket filled with Ice cream Selection, Wild Berry Compote and Vanilla Cream
- All Desserts £4.50**

To Complement

- | | |
|-------------------------------------|--------------|
| Freshly Brewed Coffee | £1.50 |
| Freshly Brewed Coffee & Mint | £1.75 |
| Freshly Brewed Coffee & Petit Fours | £2.50 |
- freshly brewed tea or coffee is charged per person and must be ordered for the whole party

Kids Options

- Beef Lasagne with a crisp salad & Garlic Bread
- Fish Cake with Fresh Broccoli
- Homemade Chicken Goujons with Fries & Salad Garnish
- Vegetable Pasta Bake served with Garlic Bread
- Spaghetti Bolognese served with Garlic Bread
- Pizza (Cheese & Tomato)
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- Ice Cream
- £4.95 per person**
- Alternatively a half portion of the adult menu can be offered at a half the adult price.

Please choose one dish from each course,
should you wish to have a choice menu a pre order is required 2 weeks prior to your event



Buffet Menu Selector

Finger Buffet

Selection of Club Sandwiches
 Whole Tail Battered Scampi with House Tartar Sauce
 Skewered King Prawns served with Tomato & Red Onion Salsa
 Thai Green Prawn Fishcakes with Fresh Lemon and Sweet Chilli
 Marinated Satay Chicken Kebabs with Chunky Peanut Sauce
 Smoked Salmon and Asparagus Vol-au-Vaunts
 BBQ Pork Spare Ribs resting on a Bed of Prawn Crackers
 Mini Quiche Selection Topped with Home Made Pickle
 Hand Cut Fries with Garlic Mayonnaise and Tomato Sauce (v)
 Chicken Drumsticks Oven Roasted with Fresh Thyme
 Crispy Sausage Rolls Topped with Salsa
 Tortilla Wraps filled with Confit Duck, Cajun Chicken and Salmon
 Pork Pies and Pickles
 Mini Honey Roasted Ham and Cheese Paninis
 Skewered Spicy Lamb Balls with Natural Yoghurt
 Bacon and Cheese Turnovers with Mornay Sauce
 Seasoned Potato Wedges, Avocado Salsa and Sour Cream (v)
 Onion Bhajis with Raita Sauce (v)
 Tuna, Red Onion and Goats Cheese Melts
 Chef's Selection of Cold Salads (v)
 Platter of Fresh Seasonal Fruits (v)

Finger Buffet

Choose 7 items for £12.95 per person.
 Any additional items are charged
 At £1.95 per item per person

Fork Buffet

£15.95 per person
 Additional Mains £7.50 per person
 Additional Sides dishes £1.95 per person

Fork Buffet

Hot Selection (choose two dishes)

Sweet & Sour Chicken	Cottage Pie
Spicy Chilli Con Carne	Shepherds Pie
Thai Green Chicken Curry	Beef Casserole
Steak and Kidney Pudding	Beef Lasagne
Ravioli spinach and Ricotta (v)	Vegetable Lasagne (v)
Bacon, Chicken & Mushroom Pasta	
Ham Medallions in Pineapple Glaze	
Lamb Meat Balls in Arrabiata Sauce	
Penne Arrabiata Spiced Chilli & Tomato Sauce (v)	

Choose 4 side dishes to accompany your mains

Vegetable Selection

Seasonal Vegetable Medley	Honey Roasted Carrots
Honey Roasted Root Vegetables	Cauliflower Mornay
Baby Sweet Corn and Mange Tout	Braised Cabbage
Broccoli with a Fresh Tomato Fondue	
Pak Choi served with garlic and Chilli	
Fresh Green Beans in Hazelnut Butter	
Braised Baby Spinach with Fresh Nutmeg	
Garden Green Peas with Shallots and Cream	

Potato Selection

Thyme Roasted Potatoes	Sweet Potato Mash
Dauhphionoise Potato	Baked Potato
Lyonnaise	Crushed New Potatoes
New Potatoes with Fresh Mint	Pont Neuf
Hand Cut Chips	French Fries

Salad Selection

Spinach, Bacon and Avocado	Greek Salad
Fresh Beetroot & Baby Corn	Caesar Salad
Potato Salad in Wholegrain Mustard	Waldorf Salad
Green Beans, Tuna & Cherry Tomato	Green Salad
Tomato, Mozzarella & Red Onion Salad	Coleslaw

Rice Selection

Lemon Pieces, Sesame Seeds & Cashew Nuts
 Stir Fried Mushrooms, Onions & Basmati Rice
 Basmati with Egg and Green Peas
 Rice with Grated Coconut & Mustard Seeds
 Keema Rice - (Basmati Rice with Minced Lamb)
 Keema Rice with Firey Green Chillies
 Fresh Herb & Seasoned Boiled Rice

Sweet Selection (choose two dishes)

Sticky Toffee Pudding with Butterscotch Sauce
 Chocolate Fudge Cake with Warm Chocolate Sauce
 Baileys & White Chocolate Cheesecake
 Chocolate Brownie with Clotted Cream
 Apple & Cinnamon Crumble with Vanilla Custard
 Pear & Chocolate Tart with a Cherry Compot
 Profiteroles filled with Cream & Topped with Chocolate Sauce
 Bread & Butter Pudding with Hot Custard
 Steamed Jam Sponge with Caramel Sauce
 White Chocolate, Raspberry & Cointreau Trifle

Canapé Menu Selector

Fish Selection

Fresh Oysters with a Selection of Seafood Toppings
Sushi Rolls
Smoked Salmon and Cucumber
Avocado and Prawn
Wasabi, Ginger, Fennel and Crab
Prawn, Caviar and Crème Fraîche
Mini Fish and Chips with Tartar Sauce
Mini Seafood Spring Roll
Mini Cheese Scone with Gravelax and Pickled Beetroot

Meat Selection

Fresh Asparagus Roulade with Garlic Sausage
Bacon and Banana Roulade Oven Baked
Chicken Liver and Brandy parfait en Croute
Mini Filo Smoked Chicken Quiche
Spicy Lamb and Avocado
Char Grilled Asparagus with Pancetta
Mini Salt and Pepper Spare Ribs
Bury Black Pudding Fritter with Spiced Apple
Cherry Tomatoes filled with Asparagus Ragout

Vegetarian Selection

Mini Filo Quiche
Small Finger Potato Rosti
Cherry Tomatoes filled with and Asparagus Ragout
House Tortilla Chips with a Selection of Dips
Herb rolled Goats Cheese with Pear Chutney
Feta, Olive and Sun Blushed Tomato Skewer with Basil
Carrot and Celery Sticks with a Trio Dip Selection
Tempura Florets in a Selection of Sauces

Filled Yorkshire Puddings

Roast Beef and Horseradish
Parma Ham and Rocket Pesto
Chorizo Sausage and Wild Mushroom
Smoked Chicken and Asparagus Ragout

Pastry Selection - all served in a pastry cup

Salmon, Dill and Cream Cheese
Duck Confit with Port Jelly
Beef Horseradish and Chervil
Puff Pastry Oyster Cases filled with Smoked Chicken and Asparagus Ragout

Canapés

Choose 8 items for £7.95 per person

Any additional items are charged
at £1.50 per item per person

CHAMPAGNE

2. Lanson Black Label, France NV Lovely citrus biscuits	£30.00
3. Moet & Chandon Brut Imperial, France, NV Flowery Aroma, a long biscuit flavour	£40.00
4. Verve Clicquot Yellow Label Brut, France Creamy Style with ripe apple fruit and a soft citrus finish	£50.00
5. Rose Tattinger Prestige Brut, France Concentrated and powerful red apple and pear flavours	£55.50
6. Bollinger Special Cuve Brut, France NV Full –Bodied, rich and well flavoured	£60.00
7. Dom Perignon Brut, France 2000 Dry, fresh, lively and medium-bodied	£130.00

SPARKLING

9. Prosecco Extra Dry, Fantinel, Italy Soft ripe peach and apple fruits with a delicate freshness	£20.00
10. Rose Cordoniu Pinot Noir Brut, Cava, Spain Strawberry and raspberries with a crisp clean after taste	£22.00

WHITE WINES: Light & Crisp

50 D'Vine, Inzolia, Italy 2009 Balanced flavours of Banana and Pineapple with good Citrus Fruits.	£16.50
12 Chablis, Paul Deloux France Classic steeley, flinty Chardonnay from this most famous Burgundian region	£29.50
14. Sancerre La Fuzelle, Adrien Marechal France Subtle gooseberry fruit with a delicate smokey mineral edge	£29.00

WHITE WINES: Ripe & Tropical

15. Berri Estates Unoaked Chardonnay, Australia Pineapple, mango and honeydew melon with a lovely citrus twist on the finish	£18.50
16. Kleine Zalze Chenin Blanc, South Africa Rich and sun-drenched tropical flavours with incredible concentration	£19.50

WHITE WINES: Soft & Fruit Driven

18. La Campagne Viognier, VdP d'Oc, France Peaches and cream in a glass with a wonderful ripe apricot plate	£17.50
19 Luis Felipe Edwards Lot 66 Savignon Blanc, Rapel Valley A ripe tropical wine with grapes sourced from Marlborough	£21.50
20. Don Jacobo Rioja Blanco, Bodegas Corral, Spain No oak allowing the vibrant lemon and grapefruit flavours to shine	£22.00
21. Gavi di Gavi La Toledana, Domini Villa Lanata, Italy Increasingly popular crisp citrusy wine from the cool North West of Italy	£27.50

RED WINES: Light & Juicy

22. Faustino V Rioja Reserva, Spain Quintessential Rioja with summer berry fruits and soft vanilla oak	£35.00
23. Fleurie Les Muriennes, Thorin, France Complex nose of red and blackberry fruit with a light refreshing taste	£28.00
24 Luis Felipe Edwards Reserva Pinot Nior Wild raspberries dusted with exotic spices and a long savoury finish	£30.00

MINERAL WATER

Sparkling (litre bottle)	£3.95
Still (litre bottle)	£3.95

Banqueting Wine List

*All pre ordered wine must be paid for with final balance.
Only house wine will be available on the day of your event*

RED WINES: Smooth & Mellow

25. Etchart Privado Malbec-Cabernet Sauvignon, Argentina Quality Fruit for this cassis and blackberry dominated future classis	£17.00
28. Chatueau Lamothe-Cissac, France Classis Claret full of blackcurrants with soft cedar-wood aromas and a smooth finish	£32.50

RED WINES: Rich & Full Bodied

29. Veramonte Reserva Cabernet Sauvignon, Chile A mix of both red and blackberries aged for 8 months in French oak barrels	£22.50
30. Barossa Valley Estate Shiraz, Australia Intense black fruits with notes of liquorice, eucalyptus and vanilla	£25.00
31. Barbara d'Alba Sucule, Domini Villa Lanata, Italy Black cherry and dark chocolate flavours from piedmont in northern Italy	£35.00

HOUSE SELECTION

WHITE

32. Outback Chase, Chardonnay Colombar, Australia Dry, fresh, peach and melon with Oak Undertones	£16.50
33. Monte Verde Savignon Blanc, Chile Bright crisp passion fruit and gooseberries with a fresh lemony finish	£17.50
34. Le Caprice Chardonnay, VdP d'Oc, France Unoaked Southern French style full of melon and green spices	£18.00
35. Pinot Grigio Provincia di Pavia, Italy A more concentrated style with intense red apple fruit and soft nutty palate.	£18.50

RED

36. Outback Chase, Shiraz Sabernet, Australia A full bodied red with dark spicy berry fruits	£16.50
37. Berri Estates Shiraz, South-Eastern Australia A refined almost French style of shiraz with ripe bramble	£17.50
38. La Caprice Cabernet Sauvignon, VdP d'O, France Bold blackcurrants with soft mellow tannins and good weight	£18.00
39. Monte Verde Merlot, Chile Plum, Damson, Dark Chocolate and Vanilla Oak	£17.50

ROSE

40. Pinot Grigio Rosato del Veneto, Italy Red berries with a touch of cream in this refreshing just off-dry style	£18.50
41 Monte Verde Merlot Rose, Central Valley Tangy fruits of the forest with a touch of pepperines	£17.50

CORKAGE CHARGES

Wine (per bottle)	£8.00
Sparkling Wine (per bottle)	£10.00
Champagne (per bottle)	£12.00

N.B All wines are subject to supplier availability.

Drinks Packages

Ruby

Sherry on arrival
A Glass of House Red or White Wine
with the meal
A glass of sparkling wine for the toast
£10.95 per person

Emerald

Pimms and Lemonade on arrival
2 Glasses of House Red or White Wine with the meal
After dinner drink of either Port, Brandy or Baileys
A Glass of Sparkling Wine for the toast
£19.95 per person

Diamond

Buzz fizz on arrival
2 Glasses of House Red or White Wine
with the meal
A Glass of Sparkling Wine for the toast
£15.95 per person

Pearl

Kir Royale on arrival
2 Glasses of House Red or White Wine
with the meal
After dinner drink of either Port, Brandy or Baileys
A glass of sparkling wine for the toast
£22.95 per person

Can't find a package to suit, then tailor your own drinks package

On Arrival

Glass of Sparkling Wine	£4.50
Glass of Buzz Fizz	£4.50
Glass of Pimms and Lemonade	£5.50
Glass of Kir Royale	£7.95
Glass of sherry	£2.80
Alcoholic Fruit Punch	£4.80
Non Alcoholic Fruit Punch	£3.00
House red or white wine by the glass	£4.25

During the Meal

House Red or white wine by the glass	£4.25
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Alternatively select your own wine by the bottle from the Banqueting Wine list

For the Toast

Glass of Sparkling Wine	£4.50
Glass of Champagne	£6.50

HOW TO MAKE YOUR BOOKING WITH US

1. Once you have decided on the date, the Function Suite can be provisionally booked either in person, by phone, fax or via our email address events@cosmopolitan-hotel-leeds.com. Provisional bookings are held for 14 days during which time you may wish to view our facilities. We are always happy to spend time with you discussing details of your function.
2. We then require written confirmation together with a non refundable or transferable deposit of £150.00 to secure your booking.
3. Two weeks prior to your event, please make an appointment to meet our Events Co-ordinator who will help you to finalise your choice of menu, numbers, timings and décor, to help make your function run smoothly.
4. Two weeks prior we will require full payment.

Please read the enclosed Hotel Terms & Conditions,
sign and return to us with your written confirmation.

Terms and Conditions

Numbers Booked

1. Provisional numbers will be asked for at the time of booking and the Hotel reserves the right to agree a minimum number to be charged for the event. Final number must be no less than 7 days prior to the event taking place and subject to any minimum number, this will be the number you will be charged for.
2. The Hotel reserves the right to change a designated room after the appropriate consultation if the agreed minimum numbers are not to attend the event. This does not affect any minimum charge.

Payment

1. Written confirmation of the booking will be required within 14 days of the booking having been made together with a deposit to the value of £150.00, if one is requested.
2. Weddings and Private functions must be paid at least 7 days prior to the event taking place.
3. Any additional charges for services incurred during the event will become payable on presentation of invoice.
4. We regret we are unable to offer credit facilities to individuals.
5. For customers requiring Company Credit Facilities we will require that a credit application form be completed at least 21 days prior to the event taking place. The Hotel is under no obligation to grant credit. Where credit facilities are offered, invoices for facilities become due for payment upon presentation.
6. Company cheques cannot be accepted as a form of payment unless offered 7 working days prior to the event taking place.

Cancellation by the Customer

1. Should you cancel your booking a charge must be made equivalent to any loss suffered by the Hotel. Costs incurred for any equipment hired by the Hotel on your behalf will be added to any cancellation fee.
2. The following percentages will be charged.
if cancellation occurs less than 7 days prior to the event 100%
if cancellation occurs between 7 and 30 days prior to the event 75%
if cancellation occurs between 30 and 60 days prior to the event 50%
if cancellation occurs between 60 and 121 days prior to the event 25%
no charge will be made if cancellation occurs more than 121 days prior to the event
Deposits taken to confirm a booking are non-refundable.
3. Reductions in final numbers. Charges will be made based on the numbers indicated at the time of the confirmation of the booking. We regret that no allowance or refunds can be made for non-arrivals.

Cancellation by the Hotel

The hotel may cancel the booking at any time and without obligation to you in any of the following circumstances:

- * If the Hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or otherwise through any reason beyond the Hotel's control.
- * If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed over all or a substantial part of your assets.
- * If you are more than 30 days in arrears with payment to the hotel for previously supplied services.
- * If the event may, in the reasonable opinion of The Manager, prejudice the reputation of the Hotel.

Liabilities

1. Please safeguard your property. The Hotel will not accept responsibility for loss or damage to property or death or illness of or injury to persons however caused. Property cannot be stored on the premises for these reasons and you are advised to consider your insurance cover in these respects.
2. You will indemnify The Cosmopolitan Hotel against any damage caused to the premises or equipment by any person attending the event and will agree to pay for any such damage in full.
3. All electric equipment brought onto the premises are used at the clients own risk and should be regularly electrical tested to ensure safety compliance.

I the undersigned have read and understand the above terms and conditions

Name.....

Signature.....

Function Date.....

