

COSMOPOLITAN

HOTEL • RESTAURANT • BAR

Conference



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 one.

I hope you find the information within this brochure informative. 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.

Stephanie Coldwell
Conference Co-ordinator

COSMOPOLITAN

Conference Rooms

The Cosmopolitan Hotel has 3 purpose designed conference suites.

The Regent Suite

The Regent Suite has lots of character and style and can accommodate up to 50 delegates cabaret style & 120 delegates theatre style.

The Regent Suite is situated on the ground floor, is fully air conditioned and receives natural day light.

The Sovereign Suite

The Sovereign Suite is a multi-purpose suite with easy access from outside for unloading and can cater for up to 80 delegates theatre style.

The Pullman Suite

The Pullman Suite is a purpose designed training room with working walls and is ideal for up to 20 delegates.

Syndicate Rooms

These can be available on request but these are converted bedrooms and are, therefore, required for hotel use by 5.00pm latest, unless special arrangements have been made.

These are ideal for interviewing purposes, but will accommodate up to 8 delegates.

Overnight Accommodation

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

However it is recommended that you book your accommodation requirements at the earliest opportunity.

DAY DELEGATE PACKAGE

which includes...

Arrival Tea, Coffee & Biscuits
Mid Morning Tea, Coffee & Biscuits
Two Course Lunch in the Restaurant (Including Coffee)
Afternoon Tea, Coffee & Biscuits
Room Hire
Overhead Projector or LCD Projector & Screen
Flipchart, Paper & Pens
Name Cards, Conference Pads & Pencils
Still & Sparkling Mineral Water, Cordials & Sweets

From £45.00 per delegate

RESIDENTIAL DELEGATE PACKAGE

which includes....

Arrival Tea, Coffee & Biscuits
Mid Morning Tea, Coffee & Biscuits
Two Course Lunch in the Restaurant (Including Coffee)
Afternoon Tea, Coffee & Biscuits
Room Hire
Overhead Projector or LCD Projector & Screen
Flipchart, Paper & Pencils
Name Cards, Conference Pads & Pens
Sparkling & Still Mineral Water, Cordials & Sweets
Three Course Dinner
Overnight Accommodation
Full English Breakfast

From £145.00 per delegate

WEEKEND RATES

Discounted Weekend Packages tailored to suit individual requirements are available.

Room Information & Prices

Room Capacities

	<u>Regent</u>	<u>Pullman</u>	<u>Sovereign</u>
Theatre	120	50	85
Classroom	45	20	40
Boardroom	40	20	35
U Shape	40	20	35
Formal Wedding	80	25	60
Banquet	90	25	60
Dinner Dance	90	-	65
Evening Buffet & Disco	90	-	70
Cabaret	50	20	35

Dimensions

41ft x 32ft	27ft x 22ft	27ft x 33ft
1050 sq ft	620 sq ft	874 sq ft

Prices From

Full Day Charge	£525.00	£325.00	£425.00
Half Day Charge	£325.00	£175.00	£250.00
Evening Only Charge	£150.00	£100.00	£125.00

Syndicate Rooms

These can be available on request but these are converted bedrooms and are, therefore, required for hotel use by 5.00pm latest, unless special arrangements have been made.

These are ideal for interviewing purposes, but will accommodate up to 8 delegates.

Cost from per room £95.00

Room hire includes the full setting of the meeting room, including delegate stationary & jugs of iced water.

Audio Visual Equipment

The Hotel has on-site a number of audio-visual presentation equipment which can be made available to the Conference Organiser at a cost per day as indicated below:-

- Flipchart, Paper and Pens	£22.50
- OHP & Screen	£45.00
- Flipchart, OHP & Screen	£60.00
- TV & Video Full Day	£60.00
- LCD Projector & Screen	£110.00
- Laptop	£100.00
- LCD Projector, Laptop & Screen	£155.00
- LCD Projector, Laptop, Screen & Speakers	£170.00
- PA System & 1 Mic	£60.00
- Additional Mic (Cable, Lapel & Radio)	£30.00
- Conference Phone	£85.00
- Hearing Loop (Inc PA System & mic)	£125.00
- Lectern	£15.00

Should there be any other equipment requirements, we will be happy to provide a quote for the cost of hire.

Refreshments

The following details may be considered when arranging a room hire basis for a function or in addition to a daily or residential package:-

- Tea, Coffee & Biscuits	£2.95
- Tea, Coffee & Danish Pastry	£3.95
- Tea, Coffee & Cream Cake	£4.25
- Tea/Coffee & Bacon/Egg Rolls	£5.95
- Hot Croissant & Fruit Juice	£3.75
- Sandwiches, Chips & Fruit Platter	£7.95
- Finger Buffet (served in the room)	£12.95
- 2 Course (served in the restaurant)	£15.95
- Full English Breakfast	£10.95
- Continental Breakfast	£8.95

Business Centre Tariff

- Photocopy Service – Single Sided	30p
- Photocopy Service - Double Sided	40p
- Fax Facilities to send to local/UK	£2.00
- Fax Facilities to send to Europe	£3.00
- Fax Facilities to send to rest of world	£4.00

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 by either fax or e-mail.
3. As soon as you are ready please make an appointment to meet our Events Co-ordinator who will help you to finalise many details as possible, choice of menu, numbers, timings and décor, to help make your day run smoothly.
4. Two weeks prior to the function we require all final details.

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 that 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 making the booking
2. Any additional charges for services incurred during the event will become payable on presentation of invoice.
3. We regret we are unable to offer credit facilities to individuals.
4. 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.
5. 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 that 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 that 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

Company Name :

Function Date:

