

Conference

Your Way

COSMOPOLITAN

HOTEL • RESTAURANT • BAR • CONFERENCE CENTRE
2 LOWER BRIGGATE | LEEDS | WEST YORKSHIRE | LS1 4AE

— Your — **Conference**

Here at the Cosmopolitan Hotel we have a dedicated Sales and Operations Team with a depth of knowledge on hand at every turn to ensure you have the function you want.

From the moment you make your initial enquiry to the end of your function; you will be looked after by our dedicated team.

We are here to advise, plan and prepare everything you require and need to make sure you have the perfect event.

If at any point you would like to book a show around of the hotel and our function rooms please do not hesitate in contacting our Sales Team on

0113 243 64 54

or email

events@cosmopolitan-hotel-leeds.com

We hope you find the information in our brochure informative and if you require any other assistance please do not hesitate in contacting us at the hotel.

To view our conference facilities online visit

www.cosmopolitan-hotel-leeds.com

and click on take a virtual tour.

Andrew Revill

Conference & Event Sales Manager

— Our —

Conference Rooms

Here at the Cosmopolitan Hotel we have three tastefully decorated suites each designed to suit your conference needs. All our conference facilities were re-furbished in November 2015.

The Regent Suite

The Regent Suite has lots of character and style and can accommodate up to 50 delegates cabaret style or 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 or up to 35 boardroom.

The Sovereign Suite is situated on the ground floor, with 2 small stairs, it is fully air conditioned and receives natural day light.

The Pullman Suite

The Pullman Suite is a purpose designed training room with working walls and is ideal for up to 20 delegates boardroom / U-shape



All conference rooms have high speed, security protected wireless internet.



— Our —

Packages

DAY DELEGATE PACKAGE

which includes...

Arrival Tea, Coffee & Danish Pastries
Mid Morning Tea, Coffee & Biscuits
Two Course Finger Buffet in the Restaurant
Afternoon Tea, Coffee & Doughnuts
Full Day Room Hire
LCD Projector & Screen
Flipchart, Paper & Pens
Delegate Stationery
Bottled Waters, Cordials & Sweets

from £27.00 per delegate

RESIDENTIAL DELEGATE PACKAGE

which includes...

Arrival Tea, Coffee & Danish Pastries
Mid Morning Tea, Coffee & Biscuits
Two Course Finger Buffet in the Restaurant
Afternoon Tea, Coffee & Doughnuts
Full Day Room Hire
LCD Projector & Screen
Flipchart, Paper & Pens
Delegate Stationery
Bottled Waters, Cordials & Sweets
Three Course Dinner in the Restaurant
Overnight Accommodation
Full English Breakfast the following morning

from £100.00 per delegate

ROOM INFORMATION & PRICES

Room Capacities

The below numbers are the maximum capacity for each conference room, if you have a specific layout requirement please contact our conference office who will be more than happy to help.

	<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

<u>Dimensions</u>	41ft x 32ft 1050 sq ft	27ft x 22ft 620 sq ft	27ft x 33ft 874 sq ft
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Room Hire only rates are available on request for full day, half day, evening and weekend. For more information please call **0113 243 64 54** or email events@cosmopolitan-hotel-leeds.com

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: *(If booked outside of the day delegate package)*

- Additional Flipchart, Paper and Pens	£15.00
- TV & Video Full Day	£60.00
- LCD Projector & Screen	£50.00
- Laptop	£75.00
- PA System & 1 Mic	£50.00
- Conference Phone	£95.00
- Lectern	£15.00

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

REFRESHMENTS

If you would like to add any of the following refreshment breaks to your conference please speak with your conference organiser who will be more than happy to help.

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|-------------------------------------|--------------------------|
| - Tea & Coffee Only | £1.50 per person |
| - Tea, Coffee & Biscuits | £1.95 per person |
| - Tea, Coffee & Danish Pastry | £2.25 per person |
| - Tea, Coffee & Doughnuts | £2.50 per person |
| - Tea/Coffee & Breakfast Roll | £4.50 per person |
| - Warm Croissant & Fruit Juice | £2.75 per person |
| - Sandwiches, Chips & Fruit Platter | £9.95 per person |
| - 1 Course Finger Buffet | £10.95 per person |
| - 2 Course Finger Buffet | £15.95 per person |

All prices are per person, per serving

Our kitchen team are more than happy to accommodate any specific dietary requirements you and group may need. Please ensure that the hotel has prior knowledge of any dietary needs or allergies prior to your arrival.

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. You will receive a function sheet with our terms and conditions to be signed by yourself confirming the details we have are correct.
4. Two weeks prior to the function we require all final details.

Please read the enclosed Hotel Terms & Conditions before confirming your booking.

TERMS AND CONDITIONS

Numbers Booked

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 conference. 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.

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

Written confirmation of the booking will be required within 14 days of making the booking

Any additional charges for services incurred during the event will become payable on presentation of invoice.

We regret we are unable to offer credit facilities to individuals.

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.

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

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.

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

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.

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.

All electric equipment brought onto the premises are used at the clients own risk and should be regularly electrical tested to ensure safety compliance.