



*The*  
**Perfect Function,**  
*Your Way*

COSMOPOLITAN

HOTEL • RESTAURANT • BAR • CONFERENCE CENTRE

2 LOWER BRIGGATE | LEEDS | WEST YORKSHIRE | LS1 4AE



# — Your — *Function*

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](mailto: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.

*Andrew Revill*

Conference & Event Sales Manager





## — Our — *Function Rooms*

Here at the Cosmopolitan Hotel we have three tastefully decorated suites each designed to suit certain functions and your individual needs.

### *The Regent Suite*

The largest of our function Suites, the Regent can hold up to 80 guests for a sit down dinner dance or up to 150 for a Buffet Reception.

Situated on the ground floor of the hotel, the Regent has a self-contained private bar, Dance floor and is fully air conditioned.

### *The Sovereign Suite*

Our Sovereign Suite can accommodate up to 60 guests for a sit down dinner dance and up to 80 for a Buffet Reception.

The Sovereign Suite has three steps with a double hand rail on entrance to the room, is fully air conditioned and can be fitted with our portable Dance floor.

### *The Pullman Suite*

The Most intimate Suite, the Pullman can hold up to 25 guests for a sit down private meal. This room is not used for evening buffet receptions.

The Pullman is fully air conditioned and situated on the ground floor of the hotel.





# — The — *Bedrooms*

Special overnight accommodation rates can be organised for you and your guests the require it. Special rates can be organised at any point with your events planner or calling our reservation team.

Please note that special rates are subject to availability and we must stress the importance of booking overnight accommodation at the earliest opportunity.

## **Reservations**

0113 2436454

[info@cosmopolitan-hotel-leeds.com](mailto:info@cosmopolitan-hotel-leeds.com)





— The —  
*Complimentary Things*

For all functions we have designed our packages with you in mind and as part of your event we will offer to you the below complimentary,

- Cake Stand
- Cupcake Stand
- White Table Linen
- Paper Napkins
- Room Hire for your chosen Function Room
- Dedicated Event Planner
- Five Room Up-lighters *(with your chosen colour theme)*





# The Menu

Below you will find our Banqueting Menus which we have carefully put together with foods that complement each other.

## Menu One

### Starters

Your Choice of Homemade Soup  
With Herb Croutons

Chicken Liver Pate  
With Fig Chutney & Sour Dough Loaf

### Mains

Roast Breast of Chicken  
With Mozzarella, Herbs & a Sparkling Wine  
Sauce

Fillet of Salmon  
With Hollandaise Sauce

### Desserts

Vanilla Cheesecake  
With Fruit Coulis

Dark Chocolate Tart  
With Vanilla Crème Fraiche

*£19.95 per person*

## Menu Two

### Starters

Your Choice of Homemade Soup  
With Snipped Chives

Smoked Salmon Terrine  
With Chive Crème Fraiche & Granary Loaf

### Mains

Slow Roast Rib of Beef  
With Yorkshire Pudding  
& Jus

Salmon Topped with Brie  
Baked in Filo Pastry with a Tarragon Cream

### Desserts

Banoffee Pie  
With Creme Anglaise

Sticky Toffee Pudding  
With Vanilla Ice Cream

*£22.50 per person*





# The Menu

## Menu Three

### Starters

Your Choice of Homemade Soup  
With Herb Croutons

Chicken Caesar Salad  
With Garlic Croutons &  
a Creamy Dressing

### Mains

Roast Loin of Pork  
With Apple & Red Wine Jus

Fillet of Sea Bass  
With Stir Fried Noodles, Pak Choi & Chilli  
Dressing

### Desserts

Vanilla Chocolate Profiteroles  
Topped with Chocolate Sauce

Your Choice of Cheesecake  
With Chantilly Cream

*£28.95 per person*

## Menu Four

### Starters

Your Choice of Homemade Soup  
With Crème Fraiche

Duck Liver Pate  
With Piccalilli and Sour Dough Loaf

### Mains

Roasted Lamb Rump  
With Rosemary Mashed Potato & a  
Redcurrant & Port Sauce

Asian Spiced Cod  
On a Bombay Potato Cake with a Raita &  
Mango Dressing

### Desserts

Yorkshire Cheese  
With Wafers, Celery & Chutney

Chocolate Brownie  
With Vanilla Ice Cream

*£32.95 per person*





# — The — *Buffet Menus*

## *Menu One*

A Selection of Filled Sandwiches  
Crispy Sausage Rolls  
Chicken Tikka Skewers  
Spiced Potato Wedges with Sour Cream  
Filo King Prawns with Sweet Chilli Dip  
Mini Pork Pies & Pickle  
Assorted Vegetarian Tartlets  
Margarita Pizza  
César Salad  
Mixed Green Salad  
Potato Salad

*£11.95 per person*

## *Menu Two*

Thai Green Curry  
Chicken Tikka Pieces  
Vegetable Curry  
Prawn Crackers  
Vegetable Samosa  
Onion Bhajis  
Minted Cucumber Salad  
Mango & Raita  
Basmati Rice  
Poppadoms

*£13.95 per person*

## *Menu Three*

Meat & Potato Pie  
Cheese & Onion Pasty  
Mushy Peas  
Baked Beans  
Gravy  
Mint Sauce

*£8.50 per person*

## *Menu Four*

Prime Beef Burgers  
Pork Sausages  
5oz Rump Steak  
Piri Piri Chicken Drumsticks  
Roast Vegetable Skewers  
Corn on the Cob  
Friend Onions  
Vegetarian Burgers  
BBQ Spare Ribs  
Coleslaw  
Mixed Leaf Salad

*£18.95 per person*

## *Desserts*

Why not add desserts to your buffet  
Chocolate Brownies  
Profiteroles  
Fresh Lemon Tart  
Fruit Platter

*£3.50 per person*







# — The — *Drinks Packages*

We have put together some of our more popular drinks packages for your ease. However we have a very wide selection of drinks and wines in our cellar and if you would like us to tailor make a Drinks Package for you please inform your event planner who will be happy to help.

## *Silver*

Bucks Fizz on Arrival  
A Glass of House Wine with your Meal  
A Glass of Sparkling Wine for a Toast

*£10.50 per person*

## *Gold*

Pimms & Lemonade on Arrival  
A Glass of House Wine with your Meal Plus a Top Up  
A Glass of Sparkling Wine for a Toast

*£13.50 per person*

## *Platinum*

Kir Royale on Arrival  
A Glass of House Wine with your Meal Plus a Top Up  
A Glass of Champagne for a Toast

*£15.50 per person*

## *Non-Alcoholic*

Fruit Mocktail on Arrival  
A Glass of Fruit Juice with your Meal  
A Glass of Sparkling Apple Juice for a Toast

*£7.50 per person*

## *Additions*

Bottle of House Wine—£16.50 per bottle  
Bottle of House Prosecco - £18.50 per bottle  
Bottle of House Champagne - £39.00 per bottle



# — The — *Small Print*

1. Provisional numbers will be asked for at the time of booking and the hotel reserves the right to agree to a minimum number to be charged for.
2. Final numbers must be confirmed no later than 14 days prior to the event taking place and or is subject to minimum numbers set be the hotel then This will be the number charged for.
3. The hotel reserves the right to change a designated function room after the appropriate consultation if the agreed minimum numbers are not adhered to. This does not affect any minimum numbers charge.
4. Confirmation of the booking in writing by letter or email is required no longer than 7 days after a provisional hold has been made. This along with a £150.00 non transferable or refundable deposit payment.
5. Any additional charges made after the enquiry stage will be added on to your invoice up until the day of the event.

### **Cancellation by the Customer**

1. Should you cancel your booking a charge must be made equivalent to any loss suffered by the hotel. Cost incurred for any equipment hired on your behalf on top of the below cancellation charges -
  - Cancellation less than 7 Days prior to the event—100% Including an average bar spend of that evening
  - Cancellation between 7 and 30 days prior to the event—745%
  - Cancellation between 30 and 60 days prior to the event—50%
  - Cancellation between 60 and 121 days prior to the event—25%
  - If cancellation occurs more than 121 days prior to the event no charge will be made, however deposits paid will always be retained even if more than the asked £150.00 has been paid.

### **Cancellation by the Hotel**

1. The Hotel may cancel any booking at any time and without any obligation to give you a reason for this under the following circumstances -
  - Closure due to fire or flooding
  - Alterations due to refurbishment or re-decoration
  - By a public authority
  - Any reason beyond the hotels control
  - If your event in the reasonable opinion of the Manager, prejudice the reputation of the hotel or the group.

### **Liabilities**

1. Always safe guard your own property, The Hotel will not accept any liability or responsibility for loss or damaged equipment when left within the hotel property.
2. The Hotel will not accept any liability or responsibility for illness or injury to persons caused.
3. The Hotel will not accept any liability or responsibility for death on the property
4. You will indemnify the Cosmopolitan Hotel against any damage caused to the premises or equipment by any person attending your event and will agree to pay the damages in full.

I HAVE READ AND UNDERSTAND THE ABOVE AND I AGREE TO ALL THE TERMS & CONDITIONS -

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date ; \_\_\_\_\_