

Your big day...our little details At Clayton Hotel Leeds

Congratulations and thank you for considering Clayton Hotel Leeds as the venue for your *evening reception celebrations*.

Weddings at Clayton Hotel Leeds are always a special occasion and our packages have been created with you in mind.

Located in the heart of Leeds this unique space with its stylish furnishings and floor to ceiling windows provides an ideal choice for your special event.

Our dedicated wedding coordinator is always on hand to guide you through every detail. From your initial enquiry right through to the big day, they will help you design the wedding reception you have been dreaming of.

And with the ability to host only one wedding per day, you can be sure that all eyes will be focused on you.

Claire Sutherland

WEDDING CO-ORDINATOR
CLAYTON HOTEL LEEDS



Love

Evening Reception

Minimum guests of 100 (to include the happy couple) to include:

- ❖ Function room hire
- ❖ Evening finger buffet
- ❖ In-house DJ & disco
- ❖ Complimentary bed & breakfast for the newlyweds
- ❖ White table linen
- ❖ Red carpet
 - ❖ Dance floor

	Sunday & Mid-Week*	Friday*	Saturday
2016	£13.00pp	£16.00pp	£19.00pp
2017	£17.00pp	£20.00pp	£23.00pp
2018	£21.00pp	£24.00pp	£27.00pp

**Excluding Good Friday and Bank Holiday Sundays*

Cherish

Evening Reception

Minimum of 100 guests (to include the happy couple) to include:

- ❖ Function room hire
- ❖ Arrival drink
- ❖ Evening finger buffet
- ❖ In-house DJ & disco
- ❖ Complimentary bed & breakfast for the newlyweds
- ❖ 2 complimentary car parking spaces for the day of the event
- ❖ White table linen
- ❖ Red carpet
- ❖ Dance floor
- Complimentary meal for two on 1st year anniversary

	Sunday & Mid-Week*	Friday*	Saturday
2016	£19.00pp	£22.00pp	£25.00pp
2017	£23.00pp	£26.00pp	£29.00pp
2018	£27.00pp	£30.00pp	£33.00pp

**Excluding Good Friday and Bank Holiday Sundays*

Forever & Always

Evening Reception

Minimum of 100 guests (to include the happy couple) to include:

- ❖ Function room hire
- ❖ Arrival drink
- ❖ Evening finger buffet
- ❖ In-house DJ & disco
- ❖ Complimentary Bed & Breakfast for the newlyweds
- ❖ 2 complimentary double bedrooms with breakfast
- ❖ 4 complimentary car parking spaces for the day of the event
- ❖ White table linen
- ❖ Table centre pieces
- ❖ Red carpet
- ❖ Dance floor
- ❖ Complimentary Dinner, Bed & Breakfast for two on 1st year anniversary

	Sunday & Mid-Week*	Friday*	Saturday
2016	£27.00pp	£30.00pp	£33.00pp
2017	£31.00pp	£34.00pp	£37.00pp
2018	£35.00pp	£38.00pp	£41.00pp

**Excluding Good Friday and Bank Holiday Sundays*

Buffet Options

Love – Select **three** items from each option

Cherish – Select **four** items from each option

Forever & Always – Select **five** items from each option

Sandwiches

(served on a selection of breads)

Cheese & pickle

Ham & mustard

Roast beef & horseradish

Egg mayonnaise

Tuna & sweetcorn

Smoked salmon, cream cheese & chive

Coronation chicken

Chef's choice (assortment chosen from above)

Finger Food

Sausage rolls

Chicken satay & peanut butter glaze

Plaice goujons

Chinese drumsticks

Cherry tomato & mozzarella kebabs

Indian mezze

Mini pork pie

Pizza Slices – pepperoni, Hawaiian, 4 cheese

Sides

Potato salad

Mixed leaf salad

Tomato & mozzarella

Pasta salad

Potato wedges

Chips

Garlic bread

Bespoke Menu Options

We have created our evening wedding reception packages to suit all requirements. However, we understand everyone has their own taste.

Below we have listed some alternative options to help you create your perfect wedding day. Should you have something a little different in mind that is not detailed, please speak to your wedding co-ordinator who will be happy to assist.

Canapés

£5.00 per person

please select three from the following options:

Mini Yorkshire puddings with roast beef & horseradish sauce

Chicken strips in batter

Mini lamb samosas

Mini fish cakes

Mini duck rolls

Smoked salmon roulade

Prawn toast

Chilled lemon, prawn soup with ginger

Mini vegetable samosas (V)

Devilled eggs (V)

Mini pizzas (V)

Gazpacho soup (V)

Drinks

Cranberry fizz - **£1.00** per person

Bottle of beer - **£1.00** per person

Kir royale - **£2.00** per person

Pimms - **£2.50** per person

Mulled wine - **£2.50** per person

Seasonal cocktail - **£3.00** per person

Champagne - **£4.00** per person

Half bottle of wine - **£5.00** per person

Bespoke Finger Buffet Options

Additional buffet items can be selected at the price per person detailed.

Additional buffet items to those already selected as part of your package, must be fully catered for as per your wedding package attendee total.

Should you wish to increase an item you have already selected as part of your package option menu, you can increase this item on a smaller quantity basis.

Sandwiches

(served on a selection of breads)

Cheese & pickle = **£1.50pp**

Ham & mustard = **£2.00pp**

Roast beef & horseradish = **£2.00pp**

Egg mayonnaise = **£1.00pp**

Tuna & sweetcorn = **£2.00pp**

Smoked salmon, cream cheese & chive = **£2.00pp**

Coronation chicken = **£2.00pp**

Chef's choice (assortment chosen from above) = **£2.00pp**

Finger Food

Sausage rolls = **£1.00pp**

Chicken satay & peanut butter glaze = **£2.00pp**

Plaice goujons = **£2.00pp**

Chinese drumsticks = **£2.00pp**

Cherry tomato & mozzarella kebabs = **£1.00pp**

Indian mezze = **£2.00pp**

Mini pork pie = **£2.00pp**

Pizza slices – pepperoni, Hawaiian, 4 cheese = **£2.00pp**

Sides

Potato salad = **£2.00pp**

Mixed leaf salad = **£2.00pp**

Tomato & mozzarella = **£2.00pp**

Pasta salad = **£2.00pp**

Potato wedges = **£1.50pp**

Chips = **£1.50pp**

Garlic bread = **£1.50pp**

Should you prefer something hot to accompany your evening finger buffet, the following items can be selected at the price per person detailed.

Additional fork buffet items to those already selected as part of your package, must be fully catered for as per your wedding package attendee total

Fork Options

Beef & Guinness carbonade = £4.50pp

Tender pieces of beef cooked with Guinness and fresh vegetables topped with sautéed potatoes

Pork & cider casserole = £4.50pp

Diced pork braised with apples and cider and thickened with fresh cream & seasonal vegetables

Chicken chasseur = £4.00pp

Chicken breast cooked in red wine with smoked bacon, button onions, mushrooms, tomatoes & baby new potatoes

Salmon, smoked haddock & prawn crumble = £4.00pp

Seasonal vegetables

Roasted butternut squash & capsicum pasta bake = £3.50pp

Roasted butternut squash and capsicum bake in a lightly spiced tomato sauce with parmesan crust with garlic bread

Roasted vegetable & feta cheese strudel = £3.50pp

Marinated roast vegetables, couscous and feta cheese wrapped in puff pastry served with a roast red pepper dressing

Mediterranean vegetable, basil & bean chilli = £3.50pp

Boiled rice

Bespoke BBQ Options

With the advantage of an external terraced area that leads straight from your function room, you have the added bonus of a BBQ option. You can choose to increase your finger buffet items by selecting a few of the items below, or swap your finger buffet completely to have the full BBQ menu.

Should you prefer to **swap** the finger buffet for the BBQ option, a **£5.00** per person supplement will be applicable.

BBQ items

Beef burgers
Bean burgers (v)
Hot dogs
Vegetable kebab (v)
Spiced chicken breast

Burger buns & hot dog rolls

Corn on the cob
Fried onions
Cheese slices

Selection of salads

Coleslaw
Pasta salad
Mixed leaf salad
Potato salad
Rice salad

Selection of sauces

Ketchup
Mayonnaise
Burger relish
BBQ sauce

Alternatively, additional BBQ items can be selected to add to your finger buffet at the price per person detailed. A minimum of two BBQ items per person must be selected to add these to your chosen finger buffet.

Any additional BBQ items selected, must be fully catered for as per your wedding package attendee total.

BBQ Items

Beef burgers = **£2.00pp**
Bean burgers (v) = **£1.50pp**
Hot dogs = **£2.00pp**
Vegetable kebab (v) = **£1.50pp**
Spiced chicken breast = **£2.00pp**

Burger buns & hot dog rolls are included with price listed above

Corn on the cob = **£1.00pp**
Fried onions = **£0.50pp**
Cheese slices = **£0.50pp**

Selection of Salads

Coleslaw = **£2.00pp**
Pasta salad = **£2.00pp**
Mixed leaf salad = **£2.00pp**
Potato salad = **£2.00pp**
Rice salad = **£2.00pp**

Selection of Sauces

(included)

Ketchup
Mayonnaise
Burger relish
BBQ sauce

**Minimum requirement of two items per person to be selected when adding the above to your package buffet*

Table Decoration Packages

Package A

60 Chair covers with coloured organza sash
6 Organza table runners
6 Centre pieces – Choose from gold fish bowls or bird cages

Package B

80 Chair covers with coloured organza sash
8 Table runners
8 Centre pieces – Choose from gold fish bowls or bird cages

Package C

120 Chair covers with coloured organza sash
12 Organza table runners
12 Centre pieces – Choose from gold fish bowls or bird cages

Hire Prices	Package A	Package B	Package C
2016	£210.00	£262.00	£352.00
2017	£220.00	£272.00	£362.00
2018	£230.00	£282.00	£372.00

Additional Items Available for Hire

White chair covers with organza sash = **£3.00**
Table runners = **£5.00**
Top table Swag = **£10.00**
Fish bowl centre piece = **£15.00**
Bird cage centre piece = **£10.00**
Additional cake stand (round or square) = **£25.00**
Additional cake stand (three tier) = **£10.00**
Additional cake knife = **£5.00**
Post Box = **£35.00**

Your Questions Answered

Minimum chargeable Attendees – Minimum chargeable attendee numbers for all wedding events as follows:

- Full day wedding events are subject to a minimum chargeable guest attendance of **60** to include the bride & groom
- Evening wedding receptions are subject to a minimum chargeable guest attendance of **100** to include the bride & groom

Hire of the room – Access to the function room is as follows:

- Hire including set up access for set up of the room, for a full day event starts from **8am** on the day of use, where possible access may be granted the evening before the wedding however this will not be confirmed until a week prior to the wedding date.
- Hire including set up access of the room, for an evening reception starts from **5pm** subject to availability. Again where possible access may be granted earlier during the day however this will not be confirmed until a week prior to the reception date.

Deposit – A non-refundable deposit of **£250*** is required to secure a wedding date.

Ceremony Room Hire Charges – **£250*** for the ceremony room that can seat up to 70 guests or **£400*** for the ceremony room that can seat up to 140 guests.

Please note: The ceremony room hire is included in the full day wedding package

Chair Covers – We can provide chair covers for **£3*** each inclusive of sash.

Catering – Our kitchen has a 5 star hygiene rating and is run by our qualified Head Chef. If you would like to offer your guests a choice menu of two starters, two mains and two desserts this is possible, however this will incur a supplement charge of **£2*** per person. Dietary requirements can be catered for providing advance notice has been given.

Children's Catering – We have a specific children's menu from which you can select either a two or three course menu. Children are classed up to the age of 12 years old. Over this age they are classed as an adult and are subject to the full package price. Children under 2 years old are complimentary.

Menu Changes – The hotel reserves the right to alter the menus detailed in this brochure.

Menu Tasting – This is available at a set price per person for the menu chosen. Please speak with your wedding co-ordinator for prices. A complimentary tasting session is available for the bride and groom only, once the deposit has been paid.

Accommodation – Negotiated bedroom rates are available for your wedding guests.

Please speak with your wedding co-ordinator for prices. Check-in time for bedrooms begins from 2.00pm on the day of arrival and the latest check out time is 12noon on the day of departure.

DJ and Entertainment – The DJ & disco is included in our full day and evening reception packages. The DJ will commence the evening reception from 7.00pm. Should you wish to have an earlier start time, a supplement fee will be applicable. You are more than welcome to use your own DJ, however no reduction in the package price will be applicable for this. The hotel will require a copy of your DJ's PAT test certificate and Public Liability Insurance paperwork prior to the day. Please note that the same information is required for all entertainers or service providers. Smoke machines are not permitted without prior arrangement.

Table Plan – A standard seating plan is a long top table with separate round tables of 8-10 people. This plan can be adapted to suit your requirements, however the maximum that can be seated around one of the round tables is 10 guests. Please supply the hotel with your required seating plan prior to the day.

Bar – The function bar serves until 1am.

Fireworks and Sky Lanterns – Unfortunately these are not permitted due to the close proximity of surrounding buildings.

Confetti – The hotel allows the use of confetti.

Corkage – Corkage is applicable should you wish to provide your own drinks at the following supplements: Wine @ **£12*** per bottle, Champagne @ **£18*** per bottle and Spirits @ **£25*** per bottle.

Terrace Area – Should you wish to decorate the external terrace area, you are more than welcome. Please be aware that guests do have access to this area, so it is not restricted as private use for your event.

Candles – These are permitted within the ceremony room, function room and terraced area.

Exploding Balloons – These are permitted with prior arrangement.

Confetti Bombs – These are permitted with prior arrangement.

LED Dancefloor – These are permitted with prior arrangement. If you would like the hotel to arrange one on your behalf, please speak to your wedding co-ordinator.

Twinkle Boards – These are permitted with prior arrangement. If you would like the hotel to arrange one on your behalf, please speak to your wedding co-ordinator.

Smoking – The hotel is strictly non-smoking. Smoking is only permitted in the external grounds of the hotel.

**All prices detailed include VAT at the current rate and correct at the time of going to print.*