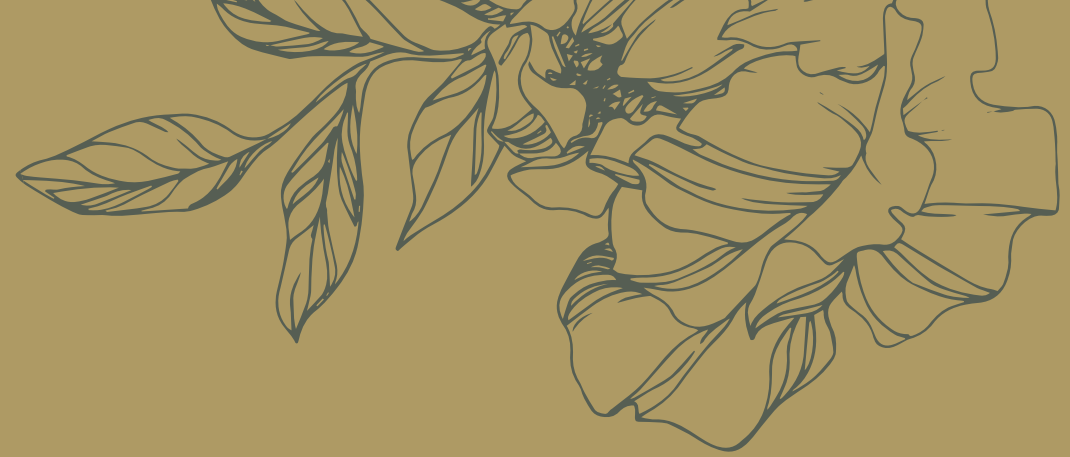




Weddings
IN THE CITY

 *The City Rooms*



THE CITY ROOMS IS A
ONE-OF-A-KIND WEDDING
VENUE AND HOTEL, SITUATED
CONVENIENTLY IN THE HEART
OF LEICESTER CITY CENTRE.

Built in 1792 and boasting a Grade I listed status, The City Rooms is a venue steeped in Georgian history, which is apparent from your very first steps inside. High ceilings, vast windows and grand chandeliers provide the perfect backdrop for your special occasion, with a magnificent Ballroom spanning the entirety of the first floor.



Weddings

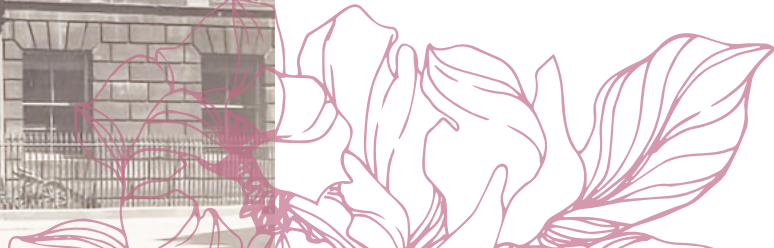
IN THE CITY



The City Rooms was designed by John Johnson, a Leicester architect, and work began on it in 1792. In August 1800, when it was nearing completion, the owner had great difficulty in raising the £3,500 required to finish it. Work was, however, eventually completed and the hotel opened as Public Assembly Rooms in time for the annual race ball. For the ensuing two centuries from its initial completion in 1800, the 'hotel' has progressed from Assembly Rooms to Judges Lodgings, and from County Rooms to The City Rooms, which opened its doors in 2006 after a careful two-year restoration project. Today, The City Rooms hosts weddings, balls, parties, dinners and a myriad of events in its Ballroom and two other function suites.

In 2017 The City Room's sister venue, Winstanley House, opened its doors to a Georgian Grade II listed building with an equally illustrious and impressive history. Winstanley House is set amongst luscious parkland, with two Ballrooms, a private dining room, restaurant and 19 bedrooms. Both The City Rooms and Winstanley House sit comfortably under the Kellam umbrella.

Being a family-owned business, family is at the heart of everything we do. The 'family' vibe within our team extends to our guests through our warm and friendly approach. This ensures that everyone who walks through our doors feels welcome and is given the perfect canvas to create special memories which will last a lifetime. What's more, we work with wonderful local suppliers to ensure every wedding and event with us is carried out to the highest of standards.



Our weddings

WHAT'S INCLUDED

When booking your wedding at The City Rooms, the following are included complimentary:

- Services of a specialist wedding coordinator
- Wedding supervisor present on your wedding day
 - Exclusive use of the entire venue
 - Freshly prepared, locally sourced food
 - White table linen and napkins
 - Cake stand and knife
 - All glassware, crockery and cutlery
- Pre-wedding food tasting for the Bride & Groom
- Four luxury boutique bedrooms, including continental breakfast
 - Tea lights for the reception and hallway area

WEDDING SUITES

The City Rooms has three beautiful wedding suites available, each immersed in plenty of natural daylight. Your wedding coordinator can further explain the options you have with each suite when putting your personalised proposal together.

WE OFFER EXCLUSIVITY AT THE CITY ROOMS AND BELOW ARE THE CAPACITIES OF OUR SUITES:

The Dining Room:

Civil Ceremony – maximum of 80 guests
Drinks Reception – maximum of 100 guests
Wedding Breakfast – maximum of 60 guests
Evening Reception – maximum of 100 guests

The Drawing Room:

Civil Ceremony – maximum of 60 guests
Wedding Breakfast – maximum of 35 guests

The Ballroom:

Civil Ceremony – maximum of 200 guests
Wedding Breakfast – maximum of 200 guests
Evening Reception – maximum of 200 guests



Script your perfect day

STEP-BY-STEP...

Step 1: Ceremony Room Hire

If you are holding your ceremony with us, the relevant charge applies according to your chosen suite.

If you are choosing to get married elsewhere, simply skip this step.

Step 2: Reception Room Hire

NEW Limited offer available – pay no room hire (Subject to minimum numbers only).

Step 3: Packages

Select your ideal drink and wedding breakfast packages.
(Please note the minimum numbers indicated below).

Step 4: Evening Reception

Select an Evening Buffet from a range of choices.

MINIMUM NUMBERS:

50 for ALL Packages (Monday – Thursday).

60 Day Guests – these guests would be having a wedding package.

100 Evening Guests – these guests would be having an evening buffet.

Intimate Wedding Prices are available on request.



Civil Ceremonies and Partnerships

The City Rooms has been granted a licence for civil ceremonies in each of its three beautiful suites. Once the ceremony concludes, there will be an abundance of idyllic photo opportunities your photographer can capture, including our magnificent staircase, marble fireplaces, grand piano and impressive facade. Combine these surroundings with our professional and experienced team and we can guarantee your wedding day will be filled with memories which will last a lifetime.

THE BALLROOM

For up to 200 guests, you will have exclusive use of our beautiful Ballroom located on the first floor

£1,200.00 room hire

Optional: You are welcome to use the Ballroom for your ceremony and reception and we will happily turn the room around for you. The ceremony charges would still apply.

THE DINING ROOM

For up to 80 guests you will have exclusive use of our Dining Room located on our ground floor

£900.00 room hire

THE DRAWING ROOM

For up to 60 guests, you will have exclusive use of our Drawing Room located on our ground floor

£900.00 room hire

EXCLUSIVE CEREMONY ROOM HIRE (BOOKED WITHOUT A RECEPTION):

Ceremonies only, with no wedding reception, are only available between Mondays – Thursday.

Room hire is for a maximum of 3 hours. Applies to 11am time slots only – please contact your registrar for availability.

from **£1,500.00**

THE PRICE INCLUDES:

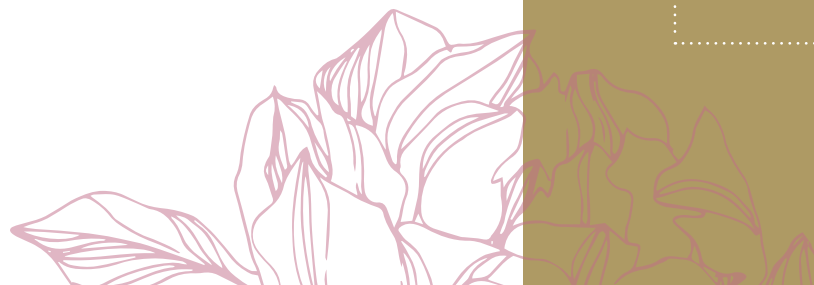
- Room hire for the civil ceremony, set with chairs and a central aisle
- A private room for the interviews with the registrar
- Your wedding coordinator who will assist with the ceremony and interviews
- A flower decoration for the central table and use of our ring cushion
- Natural daylight in all suites

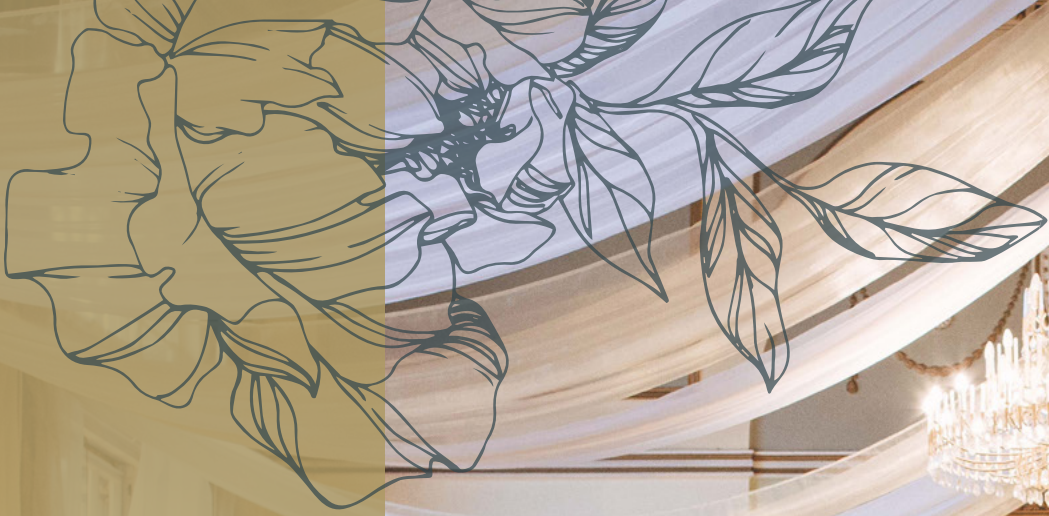
BOOKING YOUR REGISTRAR

Your Civil Ceremony time must be booked directly with the Registrar, they can be contacted on **0116 4541000** and are located at the Town Hall.

Please note: Ceremony Room Hire and Venue Hire are charged separately.

The above prices are only in conjunction with booking your reception with us and not a ceremony on its own. See further below for prices on civil ceremonies only.









Our packages

GOLD – £65.00PP

- A glass of prosecco or elderflower fizz on arrival/post ceremony
 - Three-course wedding breakfast (set menu)
 - A medium glass of house red or white wine
- A glass of prosecco or elderflower fizz to toast
 - Tea and coffee after the meal

PLATINUM – £80.00PP

- A selection of gin & tonic pour, prosecco, bottled beers and orange juice on arrival/post ceremony
 - Four-course wedding breakfast (set menu)
 - Two medium glasses of house red or white wine
- A glass of prosecco or elderflower fizz to toast
 - Tea and coffee after the meal

DIAMOND – £100.00PP

- A selection of champagne, gin & tonic pour, bottled beers and orange juice on arrival/post ceremony
 - Four-course wedding breakfast (set menu)
with two-choice option available on desserts only, sorbet course included
- Two medium glasses of premium red or white wine *Aroha Bay Sauvignon Blanc & Navajas Reserva Rioja*
 - A glass of champagne or elderflower fizz to toast
 - Tea, coffee and petit fours after the meal

Your Wedding Breakfast Menus

Please choose 1 starter, 1 main & 1 dessert option for the Gold Package

Please choose 1 starter, 1 sorbet, 1 main & 1 dessert for the Platinum Package

Please choose 1 starter, 1 sorbet, 1 main & 2 desserts options for the Diamond Package

STARTERS – GOLD

- Roasted tomato soup, basil, olive oil & mini onion tin loaf drizzled with crumbled feta *V, VGA & GFa*
- Ham hock & pea terrine, croutons & piccalilli *GFa*
 - Heritage tomato salad *VGA & GFa*
 - Broadbean & pea bruschetta *V & GFa*

MAINS – GOLD

- Roasted chicken breast, cheddar & thyme hassle back potatoes, carrots, baby leeks & onion gravy *DFa & GFa*
- Cumberland sausage, mashed potatoes topped with an onion ring & buttered broccoli *GFa*
- Baked salmon fillet, fondant potato, tender stem broccoli, carrots & lemon butter sauce *GFa & DFa*

STARTERS – PLATINUM

- Smoked salmon, dill & watercress with crouton *GFa*
 - Textures of beetroot, goats cheese mousse & rocket *V, GFa & VGA*
 - Salmon fish cake, dill crème fraîche *GFa*
 - Artichoke soup, mini onion roll *V & GFa*

MAINS – PLATINUM

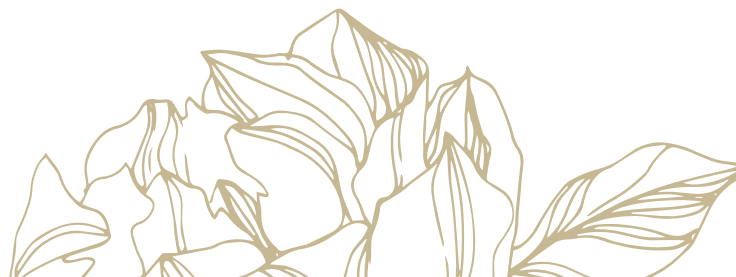
- Crispy pork belly, burnt apple puree, mashed potato, tender stem broccoli & cider sauce *GFa*
 - Beef brisket, smoked mash, steamed broccoli & roasted carrots *GFa*
- Roasted chicken breast, fondant potato, baby leeks, roasted carrot and bordelaise sauce *GFa & DFa*
- Sea bream, chorizo, broad beans, peas & herbs served with baby new potatoes *GFa*

STARTERS – DIAMOND

- Smoked mackerel & avocado served with a crouton *V & GFa*
 - Beef carpaccio & horseradish cream topped with parmesan *GFa*
- Chicken Caesar salad served with a parmesan crisp *V & GFa*
 - Cured salmon, French bread, served to the tables *GFa*

MAINS – DIAMOND

- Halibut, crushed potato, samphire & clams *GFa*
- Braised blade of beef, potato terrine, baby carrots & shallots *GFa*
 - Pork tenderloin, baby leeks, mashed potato, caramelised apple slices & black pudding crumble
 - Confit duck leg, blackberry jus, broccoli, carrots & salt baked celeriac *GFa*





VEGETARIAN OPTIONS

All potato and vegetable choices are the same as the non veg main option, unless otherwise stated.

- Asparagus risotto with garlic bread *GFa*
- Vegetable filo tart with vegetables & a fondant potato *GFa*
- Chick pea fritters with sweetheart cabbage & vegetables *VGa, GFa & DFa*
- Vegetable terrine with carrots, parsnips, spinach, & vegan gravy *VGa & GFa*



WEDDINGS



ALL DESSERTS

- Seasonal set cheesecake, berries & salted caramel
- Textures of raspberry, white chocolate *GFa*
- Apple crumble tart, vanilla cream & cinnamon
- Sticky toffee pudding & custard
VGa – Pear Sticky toffee alternative available
- Lemon posset, biscotti *GFa & DFa*
- Chocolate Tart

****If you have selected our Diamond Package, please select 2 dessert options***

SORBET OPTIONS

If you have selected our Platinum or Diamond Package, please select 1 option:

- Lemon & lime
- Mango & passionfruit
- Mojito
- Champagne

*GFa - Gluten Free Available

*VGa - Vegan Available

*DFa - Dairy Free Available

*V - Vegetarian



Complimentary Tastings

Every wedding booked with us includes a complimentary tasting for the future newly weds. Once your booking is confirmed, your coordinator will send you the available dates for your tasting. Our traditional menu tastings are held every other Tuesday evening from 4pm to 8pm, subject to availability. Prior to the tasting, please select two starters, two mains and two desserts. Once you have chosen these, please send them to your coordinator two weeks before your tasting day. At the tasting, these dishes will be served to you.

PLEASE NOTE:

- All our packages offer set menus, i.e one starter, one main course and one dessert for all the guests to have the same option. The only package that allows a choice dessert is package 3.
- If you or any of your guests have any dietary requirements, please do let us know closer to the time and an alternative will be offered from the menu.
- If you choose to have a non-vegetarian starter then please ensure the vegetarian starter is only offered to those with this dietary.
 - Please note that all tastings are only for the wedding breakfast and not for canapés, buffets, children's menu or hog roasts.
 - If you wish to be joined by family and friends, an additional charge of £25.00PP is required.
- We require your choices within two weeks of your tasting, if we do not receive your choices within seven days of your tasting date, we reserve the right to offer you chef's choice on the day.
- Please note that cancellations made more than 24 hours before your tasting time will not incur any charges. Any cancellations made with less than 24 hours' notice will be charged at £25.00PP.
- With regards to second tastings, these will be at the company's discretion and will be in the form of a takeaway or chargeable, depending on your individual requirements, starting from £10.00PP.

Please note that tastings include a complimentary taste of the house wine. Should you wish to taste other wines or champagnes, a surcharge may apply depending on your package.

Children's Packages

Please choose 1 starter, 1 main & 1 dessert from the options below

CHILD PACKAGE

£24.00 PER CHILD (6-12 YEARS)

STARTER

Sticks & dips
Tomato soup
Garlic bread

MAIN COURSE

Chicken nuggets, chips & peas
Cheese & tomato pizza
Pasta with tomato sauce
Fish fingers & chips

DESSERT

Same as adults' choice
Jelly & ice cream
Chocolate brownie & ice cream
Fruit

DRINKS PACKAGE

Arrival/post-ceremony: orange juice or non-alcoholic fruit punch
Wedding breakfast & toast drink: orange or blackcurrant squash

JUNIOR PACKAGE

£12.00 PER CHILD (2-5 YEARS)

STARTER

Fruity Skewer
Tomato soup
Garlic bread

MAIN COURSE

Sausage & mash potato
Cheese & tomato pizza
Pasta with tomato sauce
Fish fingers & chips

DESSERT

Jelly & ice cream
Chocolate brownie & ice cream
Fruit

INCLUDES

A Fruit Shoot, a set of colouring crayons
and a colouring book.

CHILDREN'S CORNER

As part of our exclusivity venue hire, the Drawing Room is ideal for a private children's play room. Below are some things we can provide to keep the little ones happy. Please note that this does not include supervision and parents are still required to look after their children.

Children's activity entertainment package £150.00 for the day

This includes: A projector showing movies, kiddies' tables and chairs, giant pillows and poofs.
Giant games such as tunnels and castles, colouring books, crayons and board games.



Canapés

CANAPÉ OPTIONS

£8.50PP

Please pick 3 options below, to be circulated to your guests for 1 hour:

- Smoked salmon blini, dill crème fraîche
- Mini samosa, coriander chutney
- Shredded hoisin duck, pancake, spring onion,
- Spiced paneer tikka, cool mint dip
- Pickled beetroot tartar, crostini
- Pulled pork bonbon, tamarind mayonnaise
- Indian style cheese bonbon, tamarind mayonnaise
- Crispy spring rolls, sweet chilli dip
- Beef wellington slices
- Fresh tomato, mozzarella & basil skewers, pesto dip
- Avocado and cream cheese baskets, pickled vegetables
- Goats cheese truffles
- Honey glazed mini chipolatas

Evening Buffet Options

The ideal way to ensure that your guests are comfortable and satisfied through the entirety of your celebrations is to provide plenty of delicious food options. The City Rooms is proud to offer an extensive choice of canapés, snacks and evening buffet options to elevate your day, and help make it one to remember.

CLASSIC BUFFET

Whole steamed salmon, honey glazed carved ham, pâté, minted potato salad, pickled cucumber salad, mixed salad, bread & cracker selection

£22.00PP

HONEY GLAZED CARVED HAM

Roasted in cloves, cider & mustard. Served with a selection of cheeses, pâtés, chutneys, breads, crackers & smoked butter

£18.00PP

ANTIPASTI FEAST

Sliced meat selection, tomato & mozzarella salad, grilled artichokes, stuffed peppers, roasted aubergine dip, olives, anchovies, bread & cracker selection with extra virgin olive oil & balsamic vinegar

£20.00PP

CLASSIC BBQ

Premium beef burgers, pork sausages, vegetarian sausages, traditional coleslaw, potato wedges with sour cream dip, crusty rolls, burger relish & sauce selection

£20.00PP

AMERICAN BBQ

Beef brisket, pulled pork, vegetable skewers, traditional coleslaw, potato wedges with sour cream dip, onion rings, American mustard & barbecue sauce, sliced gherkins & crusty rolls

£22.00PP

MOROCCAN SPICED BBQ LAMB

Served with vegetable skewers, apricot & chick pea couscous, falafel, flatbreads, hummus, olives, mixed salads & redcurrant jelly

£22.00PP

LIGHT BITES

Pork pie, sausage rolls, a selection of pasties, mixed salad & bread selection

£16.00PP

HOG ROASTS

Served with rolls, stuffing, apple sauce, green salad, pasta salad, potato salad & vegetarian lasagne

80-119 guests – £18.50PP

120-149 guests – £17.50PP

150-200 guests – £16.50PP

*Please note tastings are not offered with canapés or buffet items.



House wines and Champagnes

HOUSE WINES

Riviera Collection Sauvignon Blanc Vin de France – **£18.50**

Riviera Collection Merlot Pays d’Oc France – **£18.50**

Twisted House Zinfandel Rosé – **£18.50**

SPARKLING WINES

Vispo Alegro Spumante Prosecco Italy – **£26.50**

Nyetimber Classic Cuvee West Sussex England – **£55.00**

CHAMPAGNES

Moët & Chandon Brut Imperial Champagne – **£60.00**

Veuve Clicquot Yellow Label Brut NV Champagne – **£70.00**

Moët & Chandon Brut Imperial Rosé Champagne – **£75.00**

Moët Ice Demi Sec Champagne – **£75.00**

Bollinger Special Cuvee NV Champagne – **£80.00**

Laurent Perrier Rosé Champagne – **£90.00**

Dom Perignon Vintage Champagne – **£190.00**

Louis Roederer Cristal Vintage – **£350.00**

GIN POURS & MOCKTAILS

Burleys gin & tonic garnished with grapefruit – **£5.80**

Premium rhubarb gin & ginger ale garnished with lime – **£6.20**

Elderflower spritz – **£4.00**

Raspberry crush – **£4.00**



Decorations and extras

Once you have chosen your ideal venue, your wedding day will begin to come together. Here at The City Rooms, our specialist wedding coordinators have extensive experience in assisting brides and grooms to create their dream wedding day, and your coordinator will be dedicated to helping you make your vision of your perfect day a reality.

Here are some additional decorations that we can arrange for you.

Please note that these options are subject to availability and prices may change from year to year, as these will be arranged with external suppliers.

CANDELABRAS

From £15.00 each

CHIVARI CHAIR DECORATIONS

From £1.00 per chair

Please note these are not covers.

FLOWER WALL – PAPER

From £300.00

8x8ft backdrop standard wall, in gold, pink or silver, bespoke options available at an additional fee

FLOWER WALL – SILK MATERIAL

From £500.00

Speak to your co-ordinator for more options & sizes as these may vary.

WHITE AISLE CARPETS

From £150.00

10m (Length) x 2m (Width)

POST BOX

From £30.00

SWEETIE CART

From £230.00

Based on 100 guests

DJ

From £350.00

PIANIST

Prices vary depending on requirements; see your wedding coordinator for further details.

BAR IN THE BALLROOM

From £250.00

Includes Heineken Draft

DANCE FLOOR

From £380.00

14x14ft

PA SYSTEM FOR THE BALLROOM

From £150.00

Includes one wireless microphone



We also work with a range of suppliers who can assist you, these include photographers, florists, linen hire, DJ's, make-up artists, pianist etc... please ask your wedding coordinator if you would like a suppliers list.

Accommodation

BEDROOMS

Once used for the judges' lodgings, our bedrooms at The City Rooms are beautifully decorated to provide opulent boutique bedrooms in the heart of Leicester City Centre.

All our bedrooms boast king-size beds, flat screen TV, fridge, complimentary Wi-Fi and come with the usual comforts of tea/coffee making facilities, hair dryer and iron.

Whilst our bedrooms are a luxurious, hidden gem in Leicester City Centre, we would like to point out that the building is incredibly old and therefore our bedrooms are only accessible via stairs. We will gladly help you with any bags that you wish to carry upstairs. We are a family run business and would like to advise that reception is not covered on a 24 hour basis. There is always someone on site to help you if you need anything, however we will ask for a checking in time, so we can ensure that someone is at reception to welcome you.

- As part of our exclusivity, all four bedrooms are included in our full day wedding packages
- A continental breakfast basket is placed in the rooms to enjoy the following morning
- Please note that check in is from 2pm, should you require an earlier access time then this can be arranged subject to availability and an additional check in charge of £30.00 per room.

NEARBY HOTELS

Hotel rates can be organised for your guests very easily. We work with two nearby hotels and therefore have access to guaranteed rates with them. Your coordinator will be able to offer you more information after you have booked.

We work alongside two hotels, The Gresham and the Holiday Inn both located in the city centre.





Frequently Asked Questions

HOW DO I CONFIRM MY WEDDING AT THE CITY ROOMS?

The booking is confirmed upon The City Rooms receiving a signed copy of your wedding booking agreement within 7 days, and a 25% deposit within 14 days. It is advisable that both wedding parties sign this booking agreement.

CAN I USE CONFETTI AT THE CITY ROOMS?

Confetti is not allowed inside the building; however we like to invite guests outside the building after the civil ceremony for a confetti shot where biodegradable confetti can be used.

WILL THERE BE ANY OTHER EVENTS TAKING PLACE ON THE DAY?

No, we are an exclusive use venue therefore you and your guests will be the only people using the venue on the day.

IS THERE ACCESS FOR DISABLED GUESTS?

Yes, the entire venue is accessible to disabled guests, except for our boutique bedrooms which are accessible by stairs only.

DO YOU PROVIDE SECURITY STAFF?

Within your package, we will provide security staff from 7pm onwards.

CAN WE HAVE CANDLES AT OUR WEDDING?

We allow all candles as long as they are in candle holders and are white in colour.

WHAT TIME DO WE HAVE TO FINISH THE PARTY?

Last orders are called at 00.30am and carriages are at 01.00am. A one hour extension can be added for a surcharge of £200.00.

CAN WE SAMPLE OUR MENU BEFORE OUR BIG DAY?

We hold tasting days once a month on pre-arranged days where you can come and sample some of our dishes.

Please read about this on page 13.

WHAT TIME CAN WE CHECK-IN AND WHAT TIME IS CHECK-OUT FOR THE BEDROOMS?

Check in is from 2pm. However, an early check-in can be arranged for a surcharge from 12pm, this is subject to availability. Check out is 10.30am.

IS THERE A CANCELLATION CHARGE?

Cancellation charges will vary according to the notice period given. Please see below:

- 365 days prior to the event – 25% of fee
- 270 days prior to the event – 50% of fee
- Less than 269 days prior to the event – 100% of fee

Dates are non-transferable

PLEASE NOTE: all deposits and payments are non-refundable.

Should a deposit be paid before the booking agreement is signed, the booking is considered confirmed.

PAYMENT STRUCTURE

INITIAL DEPOSIT:

- Date of event is one year away or more – 25% deposit **of the agreed minimum numbers**
- Date of event is within six months - 50% of balance is required **of the agreed minimum numbers**
- Date of event is within three months, or less - Full payment is required **of the agreed minimum numbers**

BALANCE DUE:

- Nine months prior to event - 50% of the remaining balance is to be collected
- Three months prior to event - Final balance is to be collected
- One month prior to event - Any remaining balance including extras and additional guests is to be collected

PLEASE NOTE: late payment may incur a surcharge per day



The City Rooms

FOR ANY QUERIES PLEASE CONTACT US ON:

0116 251 5337

OR

INFO@THECITYROOMS.CO.UK

