



 *The City Rooms*

Conferences
AT THE CITY ROOMS

Whether you’re looking for the perfect venue for a company meeting, team away day or a large-scale conference, we know exactly what goes in to creating a memorable event. Steeped in history, heritage and character, The City Rooms boasts elegance throughout and offers a place to meet, dine and stay in unrivalled luxury. From the moment you arrive, you can expect first-class hospitality from our dedicated and passionate team who are on hand to help you create an event that truly stands out from the crowd.

Day Delegate Packages

WHAT’S INCLUDED:

- Main meeting room hire from 8am – 6pm
- Refreshment breaks: Danish pastries on arrival, freshly baked biscuits for your mid-morning break and oatmeal flapjacks for your afternoon break, all served with tea and coffee.
- Water and cordials served throughout the day
- Select a menu, which will be served with hot beverages
- Flipchart, pads and pens
- LCD projector and screen
- Delegate stationery
- 2 parking spaces available for organisers
- Reduced car parking rates available at a nearby NCP
- Complimentary Wi-Fi – we have a 100Mb dedicated line

PACKAGES & MENU OPTIONS:

Half Day Delegate Package — £25.00PP + VAT

Full Day Delegate Package — starting from £35.00PP + VAT

Private Dining Package including a 6-course tasting menu from £70.00PP + VAT

Room hire only — Please see further details below or contact one of our team members for a quote



Half Day Delegate Package

£25.00PP + VAT

Room hire for 4 hours, to conclude by 1pm.

WHAT’S INCLUDED:

- Dedicated Events Coordinator
- Main meeting room hire (for a maximum of 4 hours)
- Tea, coffee and a selection of pastries on arrival
- Tea, coffee and freshly homemade biscuits for your mid-morning break
- Flipchart, pads and pens
- LCD projector and screen
- Delegate stationery
- Reduced car parking rates available at a nearby NCP
- Complimentary Wi-Fi

Minimum number of 15 people



Light Lunch Delegate Package

£28.00PP + VAT

Package includes all details from the Day Delegate Package.

LUNCH MENU:

Chef's selection of freshly made sandwiches and fries (GFa, VGa)

Selection of fresh fruit served for dessert (GF, VG)

Minimum number of 15 people



Full Day Delegate Package

£38.00PP + VAT

Package includes all details from the Day Delegate Package.

FINGER BUFFET MENU:

A selection of freshly made sandwiches and wraps including vegetarian options (GFa, DFa, VGa) and select a total of 4 options from the list below.

FINGER FOOD:

Vegetable samosas and coriander chutney (V)

Mozzarella sticks with salsa (V)

Cucumber and cream cheese cups
with pickled beetroot (V, GF)

Sweet peppers with hummus
and roasted chickpeas (VG, GF)

Potato wedges (VG, GF)

Bread and olives, oil and balsamic (VG, GFa)

Falafel balls with tzatziki (V)

Duck spring rolls with hoisin dipping sauce

Chicken tikka bites with mint yoghurt (GF)

Pork and onion sausage rolls with apple sauce

Mini lamb koftas with mint yoghurt (GF)

Caesar salad with anchovies

DESSERT:

Fresh fruit platter with berry coulis and yoghurt (V, VGa, GF)

Minimum number of 15 people

Kindly please note that all our menus are samples which are subject to change.

GFa — Gluten free adaptable, GF — Gluten free, VG — Vegan, VGa — Vegan adaptable,
v — Vegetarian, N — Contains Nuts, NFa — Nut free adaptable, DFa — Dairy free adaptable

Full Day Delegate Package

£38.00PP + VAT

Package includes all details from the Day Delegate Package.

HOT FORK BUFFET MENU:

Choose 1 meat option, 1 vegetarian option, 2 sides and 1 vegetable option

MEAT:

- Beef and mushroom stroganoff — supplement £2pp (GF)
- Beef lasagne
- Traditional chicken curry (GF)
- Chinese pork noodle stir fry
- Baked hake, herb crust and parsley sauce (GF)
- Chicken in black bean sauce with pak choi
- Roast pork with wholegrain mustard sauce (GF)

VEGETARIAN:

- Vegetable Lasagne (V, VGa)
- Moroccan cous cous, falafel, roasted peppers, apricots, and chickpeas (VG)
- Homemade traditional Saag Aloo (VG, GF)
- Creamy spinach and mushroom pasta (V)
- Baked halloumi with chickpeas and cherry tomatoes (V, GF)
- Quorn sausage and mash with onion gravy (VG)
- Red Leicester and leek pie (V)

Minimum number of 15 people

SIDES:

- New potatoes with herb butter (GF, V, VGa)
- Basmati rice (GF, VG)
- Potato wedges (GF, VG)
- Skin on fries (GF, VG)
- Garlic and rosemary roasted baby potatoes (GF, VG)
- A selection of plain and garlic naan (V, VGa)
- Garlic bread (V, VGa)

VEGETABLES:

- Roasted root vegetables (VG, GF)
- Steamed broccoli (VG, GF)
- Steamed seasonal vegetables (VG, GF)
- Roasted Mediterranean vegetables (VG, GF)
- Garden salad (VG, GF)

DESSERT:

- Fresh fruit platter with berry coulis and yoghurt (V, VGA, GF)



Private Delegate Dining Package

£70.00PP + VAT

Treat your delegates or colleagues to our luxury Private Dining Package, featuring our spectacular 6 course menu.

WHAT’S INCLUDED:

- Exclusive use of the Dining Room and Bar
- Table decorations
- Chair covers
- Uplighters
- Drinks service to the tables
- Arrival drinks
- House wine offered during the meal
- 6-course tasting menu
- Tasting wines available on request at an additional charge

Minimum number of 15 people

Kindly please note that all our menus are samples which are subject to change.

PRIVATE DINING MENU:

- Arrival drink of Champagne or Elderflower Spritz
- A selection of canapes on arrival

STARTER:

Leek and potato soup

FISH COURSE:

Smoked mackerel with avocado and chicory
Vegetarian Option Leek and cheddar tartlet, watercress and chive dressing

MAIN COURSE:

Roast sirloin, beef dripping and potato terrine, with green beans and peppercorn sauce

Vegetarian Option Asparagus risotto and garlic bread (GFa)

DESSERT:

Seasonal set cheesecake, berries and salted caramel

- Coffee and Petit Fours

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LAST MINUTE MEETING ROOMS

Smaller conference rooms for up to 25 people are available from £195.00 for a full day and £155.00 for a half day

Available Monday to Wednesday

Refreshments from £2.50 per person per serving

NETWORKING:

We have an exclusive Bar and Dining Room suitable for your next networking event.

Room hire Monday to Wednesday from £295.00

Arrival drinks from £6.50PP

Canapés from £8.50PP

Based on a minimum of 30 people

TEAM AWAY DAYS:

Our Dining Room can hold 40 guests in cabaret style, ideal for having a team away day.

Room hire only Monday to Wednesday from £195.00

Refreshments from £2.50PP per serving

Light buffet from £15.00PP

Minimum numbers of 25 people



OPTIONAL EXTRAS:

Mineral water £0.50 per delegate

Additional servings of tea and coffee £2.00PP per serving

Projector £50.00

Screen £40.00

Laptop hire £50.00

PA set-up £150.00 (without operator);
£200.00 (with operator)

If a technician is required to be present on the day, please let your coordinator know. This is advised for conferences taking place in The Ballroom or any conference for 50 people or more.

OUR LOCATION AND ACCOMMODATION:

If your delegates are travelling far, why not suggest they stay with us in one of our boutique luxury bedrooms from £75.00pp room only. Corporate rates are also available, please contact a member of our team for our latest offers.

We are perfectly situated in the heart of Leicester City centre and are just a stone's throw from the Town Hall and Magistrates Courts. With the UK's motorway and rail network in close proximity, our location ensures ease and accessibility however your delegates choose to travel.



Our Rooms

Our historic venue has been designed to cater for small and large conferences alike. All function suites are fully accessible, including The Ballroom which has lift access. With our extensive in-house event management experience, we can help bring your ideas to life.

THE DRAWING ROOM

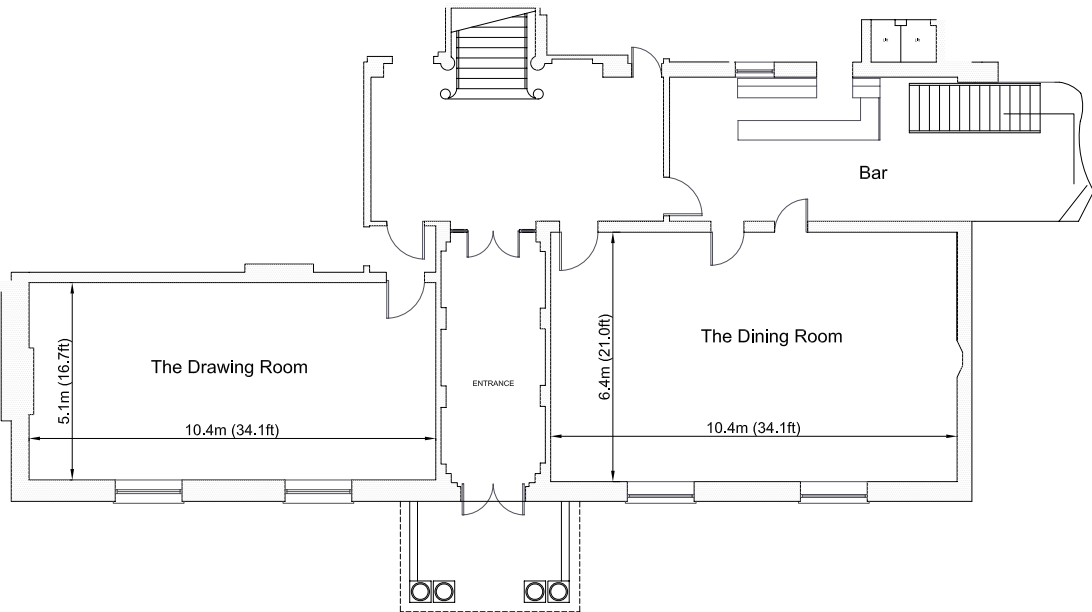
Located at the front of the building on the ground floor, the tall windows allow natural daylight to fill the room. Offering views of the surrounding streets of Leicester, The Drawing Room is ideal for meetings for up to 55 delegates.

THE DINING ROOM

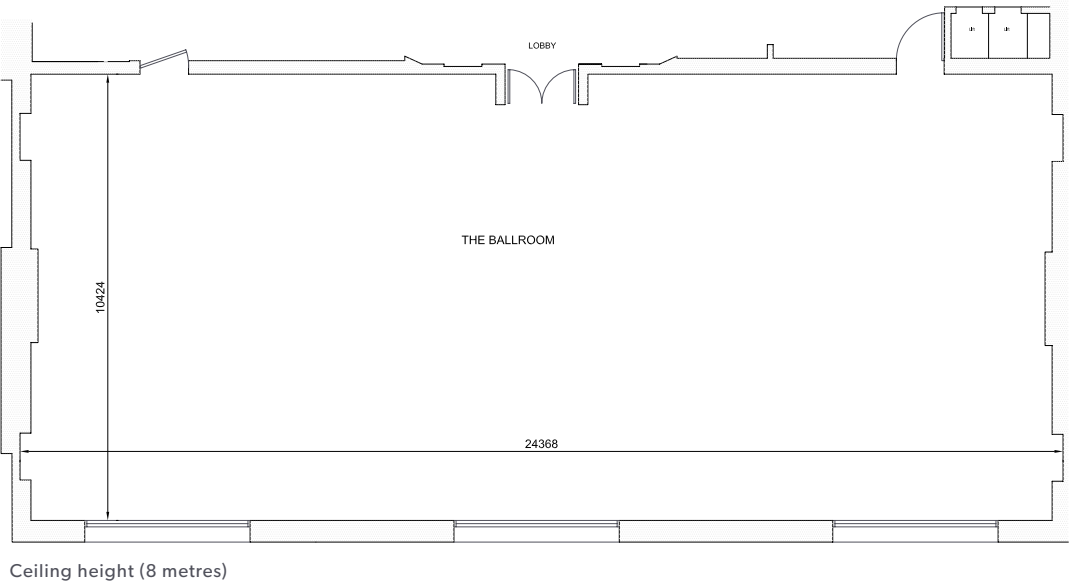
This room can seat up to 80 delegates and has natural daylight. The Bar is conveniently situated next door and is an ideal space for delegates to have their breaks in. This room also offers the perfect setting for reception drinks at a corporate event.



FLOORPLAN



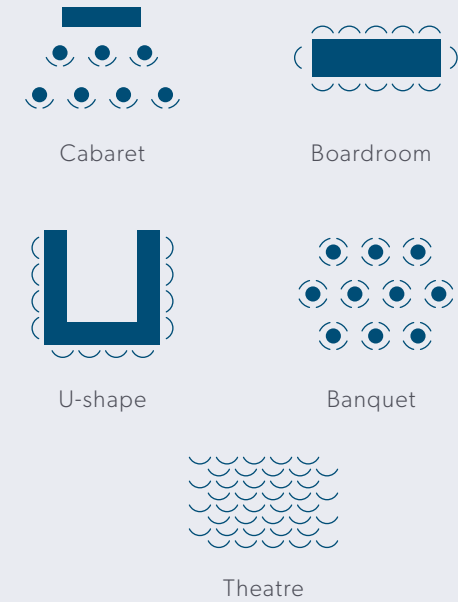
FLOORPLAN



THE BALLROOM

Flooded with natural daylight, The Ballroom is one of the largest and most impressive conference facilities in Leicester, with a capacity of up to 200 delegates. Its high ceilings, magnificent windows and grand chandeliers make The Ballroom the perfect environment for drawing colleagues and delegates together for an outstanding event.

CONFERENCE LAYOUTS



Add Ons

WELCOME BREAKFASTS

Sausage, bacon or egg baps — £5.00PP + VAT

A selection of Danish pastries — £4.50PP + VAT

Breakfast fruit platter — £4.50PP + VAT

LUNCH BUFFET MENU

Pork pies and pickle — £3.50PP + VAT

Sausage rolls — £3.50PP + VAT

Cheese and onion sausage rolls (V) — £3.50PP + VAT

Breakfast rolls (bacon, sausage or egg) (VGa, GFa) — £5.00PP + VAT

Extra Finger Food item — £5.50PP + VAT

Mini cake selection (VGa, GFa) — £3.50PP + VAT

Foxes mints (VG, GF) — £2.80PP + VAT per bowl



POST MEETING REFRESHMENTS

Glass of prosecco from £6.25PP + VAT per glass

Wine bottle bundle — 2 house white wines and 2 house red wines — £75.00PP + VAT

Beer buckets — 6 bottles of beer — £20.00PP + VAT per bucket

Cheese boards for 10 delegates — £30.00PP + VAT per board

IT TECH SUPPORT

Please contact our events team for more information and pricings.

OFF PEAK OFFERS

Off peak rates for October, January and February

FULL DAY PACKAGE Oct, Jan and Feb at £24.00PP + VAT

HALF DAY PACKAGE Oct, Jan and Feb at £22.00PP + VAT

Special winter option of Homemade soup and sandwiches (please speak with your coordinator for more information.)



For any queries please contact us on:
Tel: 0116 251 5337 **Email:** info@thecityrooms.co.uk