

Weddings



 **Leicester**
conferences

 **University of
Leicester**



Congratulations

May we take this opportunity to congratulate you on your forthcoming wedding and wish you much success and happiness for your future together.

At University of Leicester Catering Services we fully recognise the need to treat you with the individual care and attention to detail that you deserve, thus ensuring your special day is one you'll cherish forever.

You can be assured of a caring, comprehensive service which leaves nothing to chance and gives you complete peace of mind so you can enjoy your special day to the full.





Marriage Ceremonies & Civil Partnerships

The University of Leicester is fully licensed to conduct marriage ceremonies, civil partnerships and renewal of vows ceremonies as well as host the all important wedding celebrations.

Our standard civil ceremony package includes:

- room hire of the ceremony suite for the duration of the ceremony
- flower arrangement for the Registrar's table

Advantages of having your wedding at the same venue as your reception:

- tailored wedding requirements personalised to you
- convenience for you and your guests
- beautiful gardens for your photographs
- relaxed atmosphere putting everybody at ease
- can be booked up to one year in advance
- complimentary changing room for the happy couple


Choose from one of our superb wedding suites designed to accommodate parties of different sizes:

Woodhouse Suite

This beautifully presented room offers a delightful ambiance for your ceremony. The room can accommodate up to 60 guests and benefits from glorious views overlooking Victoria Park, providing an ideal backdrop to your special occasion.

Garendon Suite

For larger guest numbers, our Garendon Suite provides an ideal room for your marriage or civil ceremony with a seating capacity of up to 160 guests.



Wedding Celebrations

Making your day 'extra special' is all about knowing you and your party will be well and truly looked after, giving you peace of mind to relax and enjoy the most important day of your life.

University of Leicester Catering Services is dedicated to providing you with an unrivalled level of service for your wedding celebration from start to finish.

We meticulously take care of all your unique and special requirements right from your initial enquiry and planning stages through to the big day celebrations.

The Reception Suites

Belvoir Suite

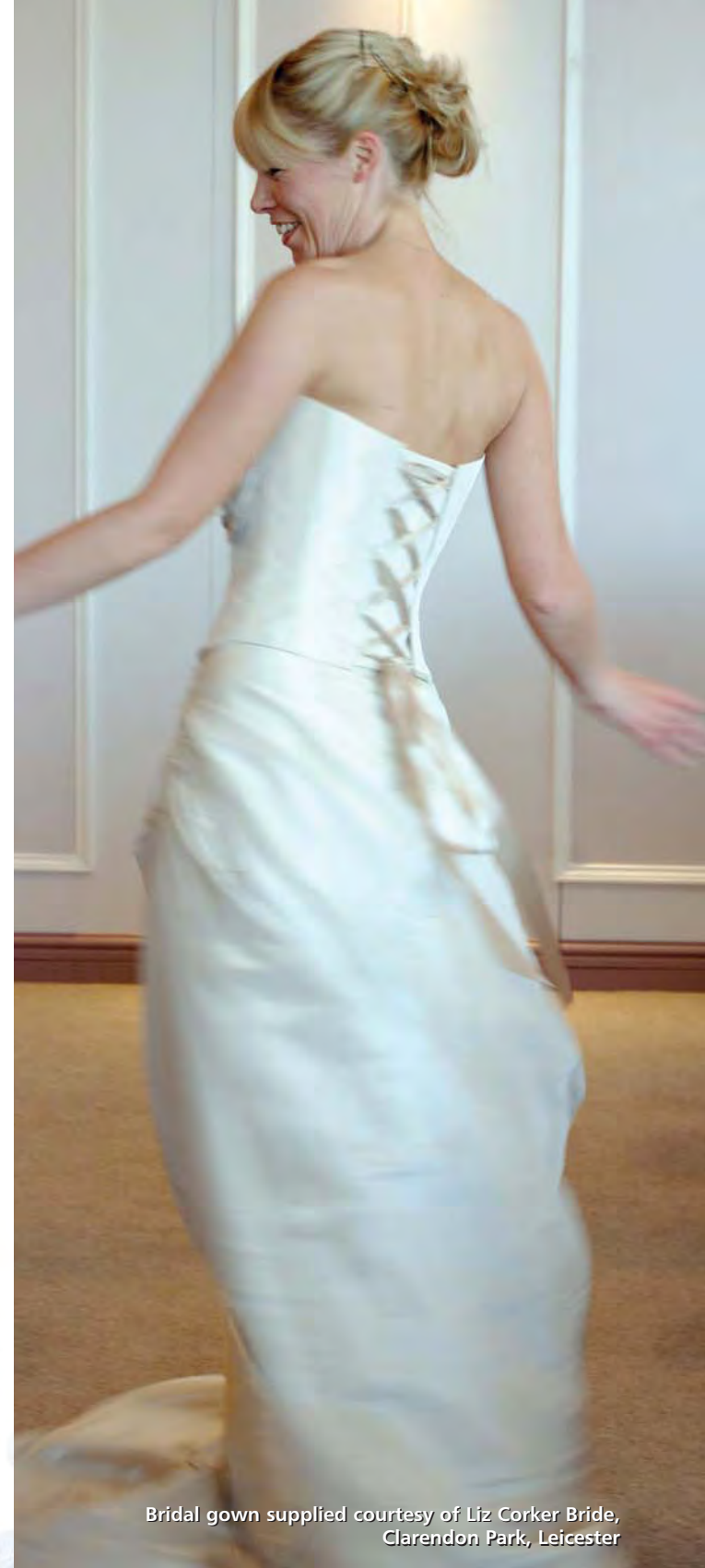
Our largest banqueting suite has its own private bar, lounge, dance floor and dining area. It enjoys beautiful views over the city and parklands and is suitable for wedding breakfasts for 200 guests and up to 250 for your evening or informal celebrations.

SCR Suite

Our second largest suite is suitable for wedding breakfasts for up to 170 guests and 250 for your evening or informal celebrations.

Garendon Suite

For smaller, more intimate receptions, we recommend our Garendon Suite, ideal for weddings between 50 – 80 guests. This beautiful room overlooking Victoria Park has its own bar and small adjoining reception room. If required, a dance floor can be put into the room.



Bridal gown supplied courtesy of Liz Corker Bride, Clarendon Park, Leicester



Wedding Packages

All our wedding packages are inclusive of:-

- all day room hire
- large car parking facilities
- white table linen
- bar facilities
- table plan
- bridal changing room
- use of cake stand and knife

Silver Package

white wine and fruit juice reception
your choice of 3 course menu
1 glass of red or white house wine with your meal
sparkling wine toast

Ruby Package

bucks fizz and fruit juice reception
your choice of 3 course menu
2 glasses of red or white house wine with your meal
sparkling wine toast

Gold Package

celebratory punch and fruit juice reception with nuts, crisps and nibbles
your choice of 3 course menu
2 glasses of red or white house wine with your meal
champagne toast
flowers for your tables

Diamond Package

bucks fizz and fruit juice reception with canapés
your choice of 4 course menu
2 glasses of red or white house wine with your meal
champagne toast
flowers for your tables

We are always happy to discuss a bespoke package to suit your exact requirements.





Wedding Menu

Starters

For all wedding packages please select one of the following options:

- Fan of Seasonal Melon with a Compôte of Berries
- Smooth Chicken Liver Terrine set on a Mixed Leaf Salad with Cumberland Sauce
- Chicken and Bacon Caesar Salad topped with Shaved Parmesan
- Tender Leaves of Baby Spinach with Buffalo Mozzarella and Beef Tomatoes
- Watercress, Rocket and Pear Salad finished with Parmesan Cheese
- Tian of Smoked Salmon with Asparagus Spears and Beetroot Jus
- Carrot and Coriander Soup
- Tomato and Basil Soup
- Field Mushroom Soup
- Spicy Parsnip and Honey Soup
- Leek and Potato Soup



Main Course – Meat and Fish

For all wedding packages please select one of the following options:

- Roast Rack of Lamb with Crushed Peas and Roast Jus
- Roast Breast of Turkey with Seasoning and Cranberry Sauce
- Sûpreme of Chicken served with Lentils, Wild Mushrooms, Smoked Bacon and Madeira Jus
- Sautéed Pork Steak served on a Bed of Cabbage Mash with Bacon and Onion Sauce
- Roast Beef Fillet served on a Potato and Horseradish Cake with Red Wine jus
- Roast Sirloin of Beef with Yorkshire Pudding
- Escalope of Sea Bass with a Soft Parsley Crust and White Wine Cream Sauce
- Baked Cod with Lentils, Leeks and Mustard Dressing
- Fillet of Red Mullet with Shrimps, Tomatoes and Herbs
- Fillet of Salmon on Wilted Spinach with Chive Sauce
- Lemon Sole with Asparagus and Leek Cream

Main Course – Vegetarian

For all wedding packages please select one of the following options:

- Baked Pancakes with Spinach, Forest Mushrooms and Gruyère Cream Sauce
- Leek and Blue Cheese Tartlet with Cherry Tomatoes Roasted in Honey and Balsamic Vinegar
- Baked Portobello Mushroom with Red Onion Marmalade
- Mediterranean Vegetable Wellington
- Aubergine Wraps of Pinenuts, Spinach and Cheese with a Fresh Tomato, Thyme and Caper Sauce

Main Course – Cold Buffet

Choose a starter and sweet to be served to each guest. Your selection of three of the following will be presented on a buffet table to which your guests will be invited and served. The top table will have the buffet brought to them

- Roast Sirloin of Beef and Horseradish Cream
- Honey Roast York Ham
- Poached Fillet of Salmon with Lime Mayonnaise
- Roast Breast of Turkey with Cranberry Seasoning
- Poached Breast of Chicken served with Asparagus Spears
- Leek and Blue Cheese Tartlet with Roasted Cherry Tomatoes
- Spiced Aubergine and Sun Dried Tomato Terrine
- Spinach and Potato Frittata topped with Smoked Applewood Cheese
- Lentil, Mushroom and Hazelnut Paté



Dessert

For all wedding packages please select one of the following options:

Dark Chocolate Tart with Raspberry Sorbet and

Fresh Raspberries

Baked Egg Custard Tart

Individual Baked Alaska

Fruits of The Forest and White Chocolate Torte

Chocolate Fantasy with Chocolate Sauce

Pannacotta with Berries

White Chocolate Mousse with Profiterole

Selection of Fine Cheeses and Biscuits



Children's Packages for the Under 8's

Cola or Orange Juice on arrival

Free Goodie Bag with every Child's Meal

Option 1

$\frac{1}{2}$ portion of chosen Wedding Breakfast Menu

Option 2

(only available with hot menu choice)

Sautéed Fillet of Chicken

or

Margherita Pizza

or

Deep Fried Fillet of Cod

All served with

Jacket Potatoes or French Fries

Green Salad or Baked Beans

Tupy the Parrot Ice Cream

Traffic Light Biscuit



Evening Finger Buffet

For your evening only guests, you can create your own evening finger buffet from the following list.
Please note that this is available only in conjunction with an inclusive package.

Selection of Freshly Cut Sandwiches

Glazed Meatballs

Mini Turkey Kievs

Sliced Pork Pie

Goujons of Plaice and Tartare Sauce

Lincolnshire Skewers

Chicken and Mushroom Vol-au-Vents

Cocktail Sausage Rolls

Garlic Chicken Saté

Tomato and Basil Pizza

Selection of Quiches

Brie and Broccoli Filos

Cheese and Onion Lattice

Celery and Cream Cheese Logs

Vegetable Pakora

Onion Bhajis

Tortilla Chips and Dips

Nuts, Crisps and Nibbles

Cheese Straws

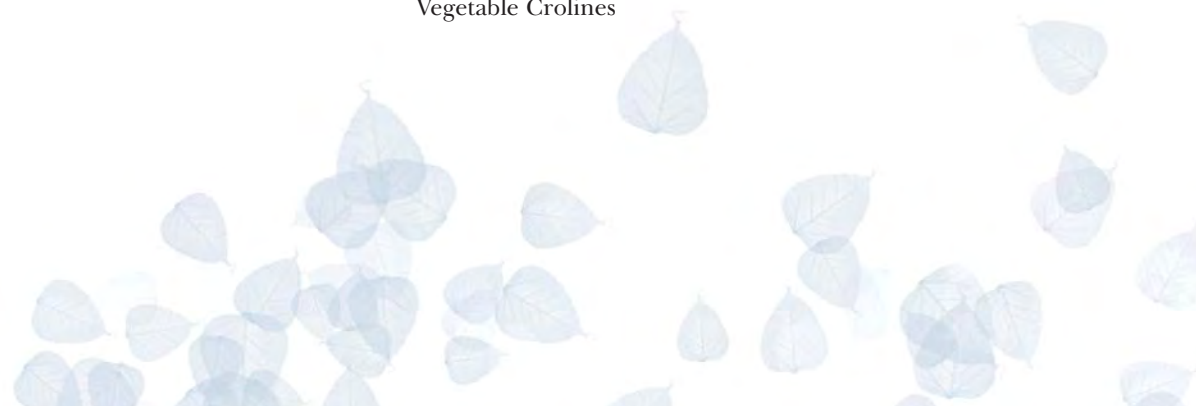
Vegetable Dimsum

Spring Rolls

Vegetable Samosas

Crudités and Dips

Vegetable Crolines





Informal Wedding Party Menus

Emerald Finger Buffet

Lamb Samosa with Mango Dip

Pork and Chicken Cider Pie

Strawberry and Cream Cheese Croissant

Garlic and Herb Salmon Goujons with Tartare Sauce

Spinach and Feta Filo

Beetroot and Parsnip Vegetable Crisps

Selection of Handmade Sandwiches and Rustic Breads

Raspberry Crème Brûlée



Sapphire Finger Buffet

Garlic and Herb Salmon Goujons with Tartare Sauce

Strawberry and Cream Cheese Croissant

Chicken Skewers with Lemongrass, Ginger and Sweet Chilli Sauce

Parsnip and Carrot Crisps with Cream Cheese and Chives

Tropical Fruit Brochettes

Feta Cheese and Sundried Tomato Tartlets

Selection of Handmade Sandwiches

Dark Chocolate Mousse served with Toffee Sauce



Informal Wedding Party Menus

Coral Finger Buffet

Mango and Brie Parcel

Quiche Lorraine

Thai Style Chicken Wings

Ham, Leek and Wholegrain Mustard Canapé

Mini Duck Cracker and Hoi Sin Sauce

Selection of Handmade Sandwiches and Rustic Breads

Lemon Syllabub and Sponge Fingers



Pearl Finger Buffet

Oriental Seafood Dim Sum Selection and Sweet Chilli Dipping Sauce

Breaded Chicken Goujons with Sour Cream Chives

Cranberry and Brie Wonton

Ham, Leek and Wholegrain Mustard Canapé

Selection of Freshly-Made Sandwiches

Profiteroles and Chocolate Sauce





Table Plans

Traditional Style

Each table or sprig seats 12 – 16 people



Diamond Style

Diamond tables seat 8 people






Combination Style

Other combinations are available on request



Key

-  Top Table
-  Cake Table
-  Seating Tables

These table plans are only a guide. In order to maximise space, there may be occasions when the choice of style may have to be limited. If you would like any help with your table plan, we would only be too pleased to discuss this with you.



Woodhouse Suite with view of Victoria Park



Your Wedding Planning

We want to help you have time to enjoy every moment of your big day. With this in mind we've put together the following easy step by step guide for trouble-free planning

Step 1 – Give us a Call!

Following receipt of our wedding brochure contact our friendly team to arrange a viewing of our wedding suites. Whether or not you have decided on your date, we are happy to help start plan the big day.

Step 2 – Provisional Booking

Once you have decided on your wedding date, contact your wedding co-ordinator to check availability of your preferred suite. We are pleased to provisionally hold space for 10 working days to enable you to make your venue choice. At this point you will have a rough idea of the number of ceremony, day and evening guests you wish to join you on your special day.

Step 3 – Marriage Ceremonies and Civil Partnerships

If you wish to hold your civil wedding or partnership at the University of Leicester you must first directly contact the Registrar at the Local Register Office to check availability, as the Registrar can only be booked by the happy couple. Contact Details: City of Leicester Register Office, Town Hall, Town Hall Square, Leicester LE1 9BG. Tel: **0845 045 0901**

Points to note:

- A civil wedding ceremony must be non-religious and any music or readings must be secular. We suggest that you check your choices with the registrar in advance.
- Your guests should arrive 20 minutes before the service and the happy couple should allow 30 minutes before the service.
- The consumption of food, drink or smoking is not permitted in the marriage room before or during the ceremony.

Your Wedding Planning

Step 4 – Making the Right Choice

We are sure that after viewing your wedding suite and speaking with our co-ordinators you will make the choice to book the University of Leicester as the venue for your special day. At this point we will require a written confirmation along with a deposit of £500 to guarantee your wedding suite. Please see terms and conditions for cancellation procedures and charges.

Following confirmation it may be some time before your big day starts coming together. Feel free to call at any time. We would love to hear how plans for your big day are going.

Step 5 – Eight weeks to go

At this stage your wedding will shortly become a beautiful reality and with just 8 weeks to go meet with your wedding co-ordinator to finalise wedding details, including wedding package, menu choice and entertainment. You will also be introduced to your Function Manager who will take care of you on the big day.

If you have chosen the University of Leicester for your whole day, consider the music that you would like to play during the ceremony. Remember that any song and readings chosen must be of a non-religious content.

50% of the wedding account is required at this point.

Step 6 – The Excitement Builds!

The wedding account is due for payment 10 working days before the wedding. Any adjustments will be credited or invoiced within 7 days and any payment due within 28 days.

Step 7 – The Day Before

Although tempting to spend time being pampered before your big day, we highly recommend that you meet with your Function Manager to discuss any last minute changes and how your day will progress. It will also give you an opportunity to bring your wedding cake, table plan and place cards.

You can now relax and enjoy your pre-wedding night knowing that your wedding day is in the most capable hands.

The Wedding Day!

We wish you both a wonderful day and a bright and happy future together.

Any adjustments to your final account will be invoiced and due for payment 28 days from your wedding day meaning you can relax on your honeymoon with fond memories of your wedding day.





Just Married

Wedding Price List

Civil Wedding Ceremonies and Civil Partnerships £350.00

Menu Packages

Silver Package	£33.95
Ruby Package	£35.50
Gold Package	£39.95
Diamond Package	£43.95

Children's Package

For the under 8's	£16.20
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Evening Buffet

(only available in conjunction with the menu packages)

5 items	£6.75
7 items	£8.25
10 items	£9.25

Informal Evening Party Menus

Emerald Finger Buffet	£14.70
Sapphire Finger Buffet	£14.70
Coral Finger Buffet	£17.00
Pearl Finger Buffet	£17.00

Minimum numbers 100. For under 100 guests there is a room hire charge of £250.00

Wedding Specialities

Flowers

Bud vases	£3.25
Posies	£17.95
Top Table Decoration	£34.50

Balloons

Cluster of three	£7.50
Weights from	£1.50

Disco

£265.00

All prices include VAT at 17.5% and all service charges. Prices Valid 01-01-08 to 31-12-08



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Terms and Conditions

- Your provisional date will be held for two weeks, after which the date may be released.
- We request a deposit with written confirmation.
- Any cancellations must be made in writing.
- Please advise menu choices, including special dietary requirements and final numbers within five working days of the event. This number will form the basis of your final account.
- Due to fluctuations in seasonal availability or other unforeseen circumstances it is sometimes necessary to make changes to recipes or dishes.
- The enclosed menus are suggestions and can be altered to suit your exact requirements. We feel it is important that you discuss the menu with us in order that we can advise you on its suitability for the function you are organising.
- It may be possible to bring your own wine on to the premises, if you prefer, but a corkage charge will be levied.
- University of Leicester Catering Services reserve the right to change agreed rooms, with appropriate discussion, if indicated numbers do not materialise.
- The University cannot accept responsibility for personal belongings brought onto the premises unless special arrangements are made.
- Storage facilities for your wedding presents can be provided and whilst every reasonable care will be taken, the University of Leicester cannot accept responsibility for any loss or damage.
- The account will be sent within seven days and payment is due within twenty-eight days.
- At the end of the function any unused food will be discarded. Food will not be allowed to be removed from the premises.
- Some of our foods may contain ingredients produced from genetically modified soya and/or maize. Please ask staff for further details.
- The prices stated in all our publicity include VAT at 17.5%
- Visitors will abide by the regulations of the University of Leicester, a copy of which is available on request. If the content or activities of the group are not in accordance with University of Leicester regulations, the University reserves the right to cancel the event. In such case the University will have no liability whatsoever.
- In the event of cancellation or meeting for whatever reason University of Leicester Catering Services will make a cancellation charge. Such cancellation charges will be based on the total booked anticipated revenue and are as follows:

Before the Event:

16 Weeks or more
9 - 15 Weeks
5 - 8 Weeks
1 - 4 Weeks
less than 1 week

Cancellation Charges:

10% of projected account
20% of projected account
40% of projected account
60% of projected account
80% of projected account



Contact

University of Leicester Catering Services
Charles Wilson Building
University of Leicester · University Road
Leicester · LE1 7RH
Tel: 0116 252 2212 · Fax: 0116 252 3607
E-mail: cateringreservations@le.ac.uk
Web: www.le.ac.uk/weddings/