

SMALL
LUXURY
HOTELS
OF THE WORLD™

Independently minded

LEOPOLD
HOTEL

SHEFFIELD

Conferences Meetings Events



Meetings & Events

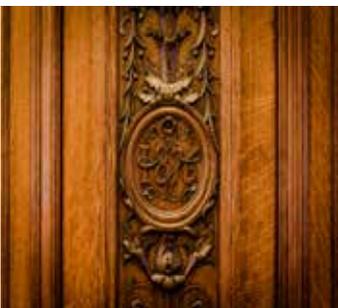
Built on the former site of a Grade II listed boys grammar school, the Leopold hotel is Sheffield's only 4 star boutique hotel. This historical property offers a quirky yet luxurious place to meet, situated centrally in Leopold Square, this imposing building has been sympathetically restored to retain its charming architectural character.

Each of our 90 en-suite bedrooms are uniquely furnished, offering every modern amenity required by today's discerning traveller. We are also delighted to offer our 'lone female traveller' policy, which ensures the safety and comfort of our female guests. Taking great care of the individual needs of our guests, our friendly team are professional and efficient.

Offering four individually styled conference suites for meetings and private events, these spaces are elegant backdrops which offer a touch of individuality to any event. All boasting natural daylight and hi speed Wi-Fi, these unique settings are the envy of many.

Our service levels are impeccably high and are tailor made to meet your individual needs and exacting requirements. Refreshments are freshly made within the hotel and we are happy to reflect your own style and bespoke wishes.





Conference



The Oak Suite

Prominently located on our ground floor, this oak panelled room played host to the Central Technical School Board of Directors. The Suite can cater for up to 30 delegates boardroom style, 48 cabaret style or 75 theatre style. The room provides a fantastic and elegant feel for any meeting, conference, training seminar or product launch.



The Faraday Suite

This room adjoins the Oak Suite and is ideal as a syndicate room, breakout area for refreshments or is perfect to be hired alone for your smaller conference requirements.

Rooms



The Library

Our newest addition, located on our lower ground floor. Perfect for boardroom meetings, an informal get together or a training session. Incorporating flat screen TV for presentation display.



The Bessemer Suite

A similar sized space to the Faraday Suite and perfect for a smaller board meeting, group discussion or meeting space.



Our Delegate Packages

What's included?



All of our room hire and delegate packages include the following as standard:

- ✓ Dedicated Event Coordinator to assist and advise to ensure your event is a success
- ✓ Host on the day as a point of contact to help when needed
- ✓ Selection of 'Brain Food' to keep everyone's juices flowing
- ✓ Pads and pens for your delegates to take note of all of the important details
- ✓ Complimentary sweets selection
- ✓ Bottled water – still and sparkling

For extras included within our Delegate Packages see the individual packages.



Car Parking

Car parking can be found at the nearby Rockingham Street Q Park, a short 5 minute walk away from the hotel. We offer your delegates a discounted rate for 24 hours if they redeem their parking vouchers with our reception team before leaving. This must be done on the day of your event.

Leopold Hotel Picture Gallery

Please visit our website

www.leopoldhotelsheffield.com if you would like to view our extensive gallery of hotel images to assist in the decision making process. Alternatively call our friendly events team who would be happy to arrange an appointment to show you around the hotel.





Day

Delegate Packages



Day Delegate Packages are a combined package to include room hire, refreshments and a tasty lunch. This package includes the following and is based on a minimum of 10 guests:

Room Hire

Arrival tea, coffee and cereal bars

Mid-morning tea and coffee served with chef's choice of fruit smoothies and biscuits

Hot and cold buffet lunch including:

Assorted wraps and sub rolls including vegetarian options. Two hot offers to be chosen from the following:

- ✓ Fish Goujons and Thick Cut Chips
- ✓ Pasta Bolognese*
- ✓ Scampi and Chips
- ✓ Mini Burgers*
- ✓ Chicken Skewers
- ✓ Vegetable Skewers
- ✓ Mini Quiche*
- ✓ Hot Dogs in Rolls
- ✓ Pasta Carbonara*

Individual Salad Colanders – if vegetarian friendly required please indicate as may contain meat options

Fresh Fruit Platter or Fresh Fruit Kebabs

Chef's choice of Dessert of the Day

Tea and coffee with lunch

Juice selection with lunch

*vegetarian option available upon request

Mid afternoon tea or coffee served with homemade treats

Leopold conference pads and pens

Stationary Box – containing all those items you may have forgotten

Still and Sparkling Water – refreshed throughout the day

Complimentary use of our guest Wi-Fi

LCD projector and screen or use of Flatscreen TV

One flipchart with pad and pens

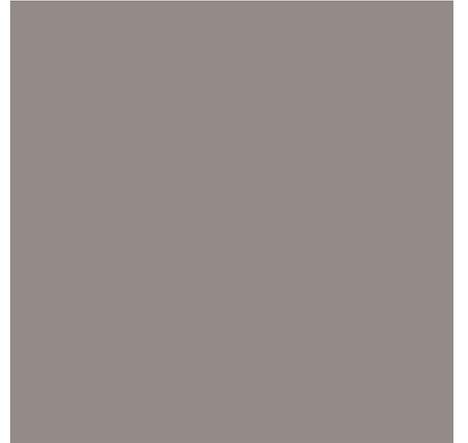
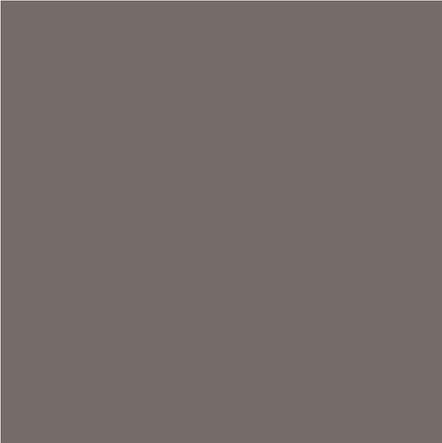
Dedicated conference host to assist with any enquiries

Prices from £25.00 per delegate based on a minimum of 10 delegates

24 HOURS »

A 24 hour residential package to include a two course dinner followed by an overnight stay in a Leopold double /twin room with breakfast the following morning can be added on to this rate for an additional fee – please discuss with your events co-ordinator.





Express Delegate Package

For those of you requiring an alternative day delegate package we offer our **“Express Delegate Package”** providing you with the following:



Room Hire

- Arrival tea, coffee and home-made biscuits
- Mid-morning tea and coffee served with fresh fruit platter

Express working lunch consisting of a selection of sub rolls and fries served in your room

- ✓ Mid afternoon tea or coffee served with homemade treats
- ✓ Leopold Conference Pads and Pens
- ✓ Stationary Box – containing all those items you may have forgotten
- ✓ Still and Sparkling Water – refreshed throughout the day
- ✓ Complimentary use of our guest Wi-Fi
- ✓ LCD projector and screen or use of Flatscreen TV
- ✓ One flipchart with pad and pens
- ✓ Dedicated conference host to assist with any enquiries throughout your event

**£20.00 per delegate based
on a minimum of 6 delegates**



24 HOURS »

A 24 hour residential package to include a two course dinner followed by an overnight stay in a Leopold double /twin room with breakfast the following morning can be added on to this rate for an additional fee – please discuss with your events co-ordinator.



Bring out the best in your delegates...

We are all increasingly concerned about improving our health and wellbeing to balance out the stress of a busy work life balance and your delegates are no different! Help boost your delegates energy levels, concentration and performance and get the best out of your meeting or event by choosing our...

Food for the Brain Day Delegate Package

Room Hire

Arrival coffee, tea and fruit tea selection with fresh fruit platter and bio yoghurt with fruit and oats
Mid-morning tea and coffee served with chef's homemade flapjacks

Hot and cold buffet lunch including:

Steamed Salmon Fillet, with lemon grass infused broth and bok choy

Tender Poached Chicken Breast with roast tomato and pepper sauce and fresh basil

Smoky Baby Aubergines & Chick Pea Tagine with lemon and apricot

Braised Brown Rice

Roast Sweet Potato

Individual Salad Colanders including:

Lentil, Bean and Wild Rocket

Broccoli and Cauliflower with coconut and turmeric yoghurt

Fresh Fruit Platter or Fresh Fruit Kebabs

Tea and coffee with lunch

Freshly squeezed orange juice

Mid afternoon tea or coffee served with Mango and Passion Fruit Pannacotta

Leopold Conference Pads and Pens

Stationary Box – containing all those items you may have forgotten

Still and Sparkling Water – refreshed throughout the day

Complimentary use of our guest Wi-Fi

LCD projector and screen or use of Flatscreen TV

One flipchart with pad and pens

Dedicated conference host to assist with any enquiries

**Prices from £30.00 per delegate
based on a minimum of 10 delegates**

Room Hire and Bespoke Options

If you need a room without a full delegate package, we would be more than happy to discuss Room Only pricing with you. Starting from just £75.00 for a half day in our Bessemer or Faraday Suites, you are then able to tailor any of the following to make your event a little more bespoke to your requirements.

We would be happy to discuss our room hire costs with you as these will be dependent upon your requirements. Rooms can be hired for full day, half day or even by the hour.

To make your event more bespoke we are pleased to offer the following options to bolt on to create your very own package which is perfect for your event...

- Freshly brewed tea or coffee with biscotti or homemade treats
£3.50 per person per serving
- Breakfast Rolls – bacon/sausage/egg
£3.95 per person
- Selection of Pastries and Croissants
£2.50 per person
- Homemade Cakes and Sweet Treats
£2.95 per person
- Express Sandwich and Chips working lunch (served at your tables)
£8.50 per person
- Hot and Cold Buffet Lunch served away from your meeting room
£13.50 per person
- Smoothies and Cereal Bars
£1.50 per person

Enhancing your event

Why not start the day with a Full English or Continental Breakfast for your delegates. Served in a separate room to your main meeting (subject to availability) this is charged as follows:

Continental Buffet Selection including tea and coffee
£7.95 per person

Full English Breakfast including tea and coffee
£12.95 per person

Talk to us about add on activities including private cinema screening, air hockey and bowling.

We are also pleased to offer a “for the journey” bag for all of your delegates to include fresh fruit, crisps, chocolate bar and a drink for only £10.00 per delegate.

As a farewell at the end of the day why not provide a small drinks reception for your delegates? Make use of our light and airy bar on our ground floor and provide beers, cocktails or soft drinks before your guests head home? Ask our team for pricing and recommendations.

Warmer Weather Enhancements...

During those sunny summer months why not offer your delegates a BBQ lunch on our external terrace? Prices are available upon request and this option gets you away from the conference room and allows al fresco dining in one of Sheffield’s famous squares.

Fitness Suite

Guests can also enjoy complimentary use of our fantastic Fitness Suite on the Lower Ground Floor.

Catering for Guests with **Dietary Requirements & Intolerances**

We all understand that in today's changing society there are a number of our delegates who need that additional attention when it comes to your catering requirements. With this in mind we would be delighted to discuss with you how our kitchen team would be happy to tweak most dishes to allow all of your guests to enjoy a similar menu no matter of their needs.

Just a few of our tasty yet suitable options include:

- Gluten and Lactose Free Bitter Chocolate Brownies
- Mango and Passion Fruit Soya Milk Pannacotta
- Gluten Free Banana and Blueberry Cake
- Blueberry, Carrot and Apple Cake with Grenadine Chantilly Cream
- Vegan Cupcakes with Banana and Peanut Butter

Plus lots more exciting and tasty options for those that need them. Rest assured your delegates are as important to us as they are to you and our chef's will do their best to cater for them in every instance.

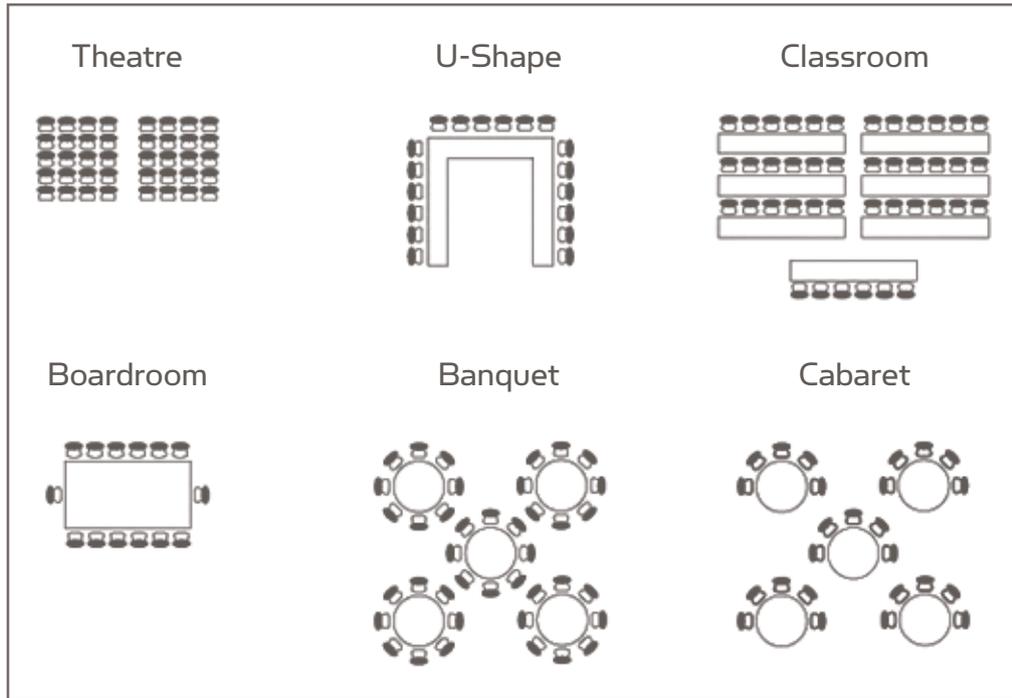
Healthy Additions to any package:

Be a bit different and give them a quick boost by adding a smooth shot of goodness to any of your packages on any of your refreshment breaks

- Celery and Apple
- Beetroot and Raspberry
- Spinach and Kiwi

£1.00 per person per shot or £2.50 per person for shot selection of all three

Room layout options



Room capacities

Oak Suite	
Boardroom	30
U Shape	24
Classroom	32
Theatre	75
Cabaret (8 per table)	48
Banquet (10 per table)	60

Bessemer	
Boardroom	12
U Shape	12
Classroom	12
Theatre	20
Cabaret (8 per table)	16
Banquet (10 per table)	20

Faraday	
Boardroom	14
U Shape	12
Classroom	12
Theatre	20
Cabaret (8 per table)	16
Banquet (10 per table)	20

Library	
Boardroom	20
U Shape	12
Classroom	18
Theatre	40
Cabaret (8 per table)	32
Banquet (10 per table)	40



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