



ASIAN

weddings

ROYAL ARMOURIES





Royal Armouries International have built a strong reputation for providing an exceptional service for wedding couples who require the very best service in Leeds and indeed Yorkshire.

We have put together the following packages based on our experience of what you require. Bespoke packages can be arranged should you desire something EXTRA special.

Multicultural Event Package

From
£6750*
inc. VAT

- Exclusive Venue Hire of New Dock Hall based on a 12-hour allocation (e.g 11am-11pm)
- Exclusive Use of the kitchen facilities for your approved caterer with a kitchen supervisor
- Dedicated Wedding Manager to liaise with you and your approved supplier and caterer before and on the day of your event
- Hire of Round tables and chairs with black linen tablecloths and white paper napkins
- Hire of our standard table cutlery, crockery, and glassware
- Red Carpet Welcome Reception
- Stage & Star cloth Exclusive use of the kitchen for your approved caterer with a kitchen supervisor
- Staff required for your event:
 - Lay-up staff - to set the tables to your requirements
 - Waiting staff - Not included in the package
 - Door staff - to greet and direct your guests
 - Kitchen Porters - to clean the kitchen and our equipment after use
 - Breakdown staff - to clean the room after your event



Package add-ons

- Waiting Staff charged @ **£21.60 inc. VAT per person** per hour, minimum of 4 hours applicable (please note waiting staff is not included within the package, can be provided by the caterer)
- Fire Warden @ **£21.60 inc. VAT per hour** per wardens (for safety purposes, a minimum of 4 wardens would be required for a minimum of 4 hours from when haze starts until haze ends)
- Toilet Attendant @ **£24.00 inc. VAT per hour** (minimum of 4 hours)
- Manned Cloakroom @ **£240.00 inc. VAT** (8 hours)
- Corkage for your own soft drinks @ **£450.00 inc. VAT**
- Upgrade to linen napkins @ **£2.00 inc. VAT each**
- White or Black Chair covers @ **£6.00 inc. VAT each**
- Coloured Chair Sashes @ **£3.00 inc. VAT each**
- Short String Chandeliers @ **£42.00 inc. VAT each** (maximum of 12 chandeliers)
- Long String Chandeliers @ **£54.00 inc. VAT each** (maximum of 4 chandeliers)
- White Ceiling Swagging @ **£2,500.00 inc. VAT**
- White Ceiling Swagging with cluster lights @ **£3,500.00 inc. VAT**
- Cluster Lights @ **£1,500.00 inc. VAT**
- Photobooth Hire from **£835.00 inc. VAT**
- DJ Hire **£570.00 inc. VAT**



Costs

All prices include VAT at prevailing rate

Maximum Numbers	Package Price	Corkage	Staffing
400	£6,750.00	£1,950.00	£3,200.00
600	£8,000.00	£2,500.00	£4,800.00
800	£9,250.00	£3,000.00	£6,400.00
1000	£12,600.00	£3,500.00	£8,000.00

Payments

Please note all payments are NON REFUNDABLE

Payment deadlines	Due date	Proportion due
Deposit payment to secure your booking	7 days after receipt of Pro-forma invoice	30% of the contract value
Final Payment	30 days before the event	Remaining balance of contracted value
Final fine-tuning of numbers and services	Seven days before the event	The value of all changes agreed





What we require from you

- You use one of our designated caterers and liaise directly with them for menu selection and payment for their services.
- You are precise with your numbers as we will only have seating for the numbers you confirm
- Final numbers are given to us 30 days prior to the event
- Seating plan (if required) sent to us 1 weeks prior to event
- You liaise with your event co-ordinator regularly to ensure they have all the correct details
- You make payments at the required intervals set out in the event contract. Delay in payment could cause delays in the organising of your event
- Children are supervised at all times. Children under the age of 16 need to leave the venue by 10.30pm
- You advise us if you are hiring any external companies i.e. AV, Entertainment, Videographer, Décor etc. for your event as we require their health and safety documents to be received and approved by us a minimum of 7 days prior to the event. Failure to provide suitable health & safety documentation may result in the contractor being refused entry to the venue.
- As an example, we require:
 - An in-date certificate of Public & Product Liability Insurance
 - Health & safety policy
 - Risk analysis
 - Method statement
 - FR certificates for any material used
 - PAT certificates for electrical appliances

Additional information

Cancellation

In the unlikely event that you need to cancel your event, please note that all payments made are non-refundable and cancellation charges may be incurred dependent upon the time between cancellation and when the event was due to take place. Full cancellation terms are outline in the event terms and conditions.

Room Hire charges

Our package includes 12 hours access to the venue, as a general rule this would include 4 hours set up time, 6 hours event time and 2 hours breakdown time. This gives your chosen contractors time to set up and remove any décor you have ordered, and the catering company time to prepare your meal. Should you require additional time for your contractors then an additional room hire charge will apply. Your wedding co-ordinator will be able to give you a full quote, however, as a guideline the charge will be approximately £350 per hour for every hour or part of that you need outside of the 12 hour package allowance.

Pyrotechnics, haze, dry ice, smoke machines, glitter cannons

The use of pyrotechnics is permitted in NEW DOCK Hall providing we are made aware in advance and all health and safety documents have been received and approved.

To enable this to happen we require you to hire 4 fire wardens from us. Their sole job is to ensure the safety of your guests for the duration of the time the effects are being used and for the time it takes for smoke/haze to clear from the room.



Event Extras

Room Décor

White ceiling swagging with cluster lights
6m diameter circular truss with string lights
Long LED string chandelier
Décor package (all of the above)

£3,500.00 Inc. VAT
£700.00 Inc. VAT
£200.00 each Inc. VAT
£5,200.00 Inc. VAT

LED lit cocktail bar

Package to include
2m x 2m LED lit cocktail bar in the colour of your choice Professional cocktail mixologists
Cocktail design specific to your ingredients Cocktail shakers, glasses, Ice & straws
£1,900 inc VAT

Chocolate Fountain

Package to include
Chocolate fountain with coloured lit plinth
Chocolate (choice of milk, dark, orange, white and cappuccino)
Staffing Fruit i.e. Strawberries, grapes Wafers, Marshmallows etc
£1720.00 inc VAT



Approved Catering Suppliers

Apna Khana
58 Banner Street Bradford
BD3 9HR
Call 01274 722 472
Email Info@apnakhana.co.uk
www.apnakhana.co.uk



Aargrah
4 Saltaire Road Shipley
BD13 3HN
Call 01274 530 880
Email info@arrgrah.net
www.aargrah.com



Mahirs Experience
4b Khalsa Industrial Estate Grove
Street, Smethwick
Call 0845 390 8000
Email Info@mahirs.com
www.mahirs.com



Lola Caterers
55a Colne Street Huddersfield
HD1 3AY
Call 01484 546 366
Email info@lolacaterers.co.uk
www.lolacaterers.co.uk



Payal Catering
Events House
Roundthorn Industrial Estate
Catford Road, M23 9DT
Call 0845 009 5221
www.payal.co.uk



Euro Caterers (seven seas)
45 Railway Street Manchester
M18 8FB
Call 0161 635 9999
Email info@eurocaterers.com
www.eurocaterers.com



Catering suppliers continued...

My Lahore

Unit 21 Whetley Mills Thornton Road,
Bradford, BD8 8LQ
Call 0127 495 2111
Email lqbal@mylahore.co.uk
www.mylahore.co.uk



**Sukhdev's Catering & Events
by Swadisht Ltd**

Unit 4, 5/7 south road, Hockley
Birmingham B18 5L
Call 0845 130 0042
Email info@sukhdevscatering.co.uk
www.sukhdevscatering.co.uk



Approved Decor suppliers

Abdalis Events

Unit 1, Legrams Mill, Legrams Lane
BD7 1NH
Call 01274 736 220
Email info@abdalis.co.uk
www.abdalis.co.uk



Elegance Asian Weddings

The Works, Unit B
115 Tong Road, Leeds, LS12 1QJ
Call 07883928035
Email info@elegance.uk
www.elegance.uk



West End Florist

Wakefield, West Yorkshire
Call 01924 374516
Email
maxinewestendflorist@hotmail.co.uk
www.westendflorists.co.uk



Delsonic

Unit B, Oaktree Buisness Park
Lime Wood Court
Leeds LS14 1NF
Call 0844 8877 007
Email Info@delsonic.co.uk
www.delsonic.co.uk



Pastiché

Call 0800 881 5665
Mobile 07769 344 969
www.pastiche.org.uk



Jam Entertainments

Call 0113 2716 717
Call Chris 07710 147 591
Email Chris
Chris@jamentertainment.co.uk
Call Byron: 07808 206 522
Email Byron
byron@jamentertainment.co.uk
www.jamentertainment.co.uk



Soul Asia Roadshow

ShIPLEY, West Yorkshire
Lucky
Call 07880 500 800
Email info@soulasiaroadshow.co.uk
www.soulasiaroadshow.co.uk





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For more information, please email venuehire@armouries.org.uk