



YOUR WEDDING AT THE QUEENS





MAKING
YOUR
DREAM
A REALITY

THE QUEENS

LEEDS

THE PERFECT WEDDING VENUE

At The Queens we aim to surpass your expectations. We will provide the perfect venue for your wedding day, whether it is a small intimate gathering or a large celebration, we will ensure that your day runs smoothly. Our dedicated Wedding Co-ordinator can advise on every aspect of your day from the flowers to the entertainment and our unique and elegant surroundings provide the perfect backdrop to your day. Our professionalism, attention to detail and commitment to excellence will ensure this is the most memorable day of your life.

At The Queens we will take care of all your wedding worries. We have a range of suites to cater for intimate gatherings or large celebrations. The spectacular Queens Ballroom is the largest hotel events room in Leeds, seating up to 550. Adjacent to the Ballroom is the superbly furnished art deco Ark Royal Suite, the perfect area for reception drinks or alternatively an exquisite venue for your wedding ceremony or reception for up to 100 people. One of the most popular rooms for a wedding ceremony is the elegant Palm Court. Seating up to 150, this suite can accommodate all your wedding requirements. The Queens also offers other rooms which can be used for smaller and more intimate wedding receptions. We are also delighted to be able to host your Civil Marriage, Civil Partnerships and self catering events.





PREPARING
FOR YOUR
BIG DAY

WEDDING CHECK LIST

EXCEPTIONAL FACILITIES

With 217 bedrooms we can offer a competitive rate for friends and family wishing to stay over, we deal directly with your guests so it is one less thing for you to worry about. With some of the packages, the bride and groom can enjoy a complimentary stay on the wedding night.

Every detail can be organised for you by our dedicated Wedding Co-ordinator from Champagne reception to floral decorations, table linen and cake stand through to your menu and evening entertainment.



12 MONTHS

- Arrange wedding ceremony with clergyman/registrar
- Book The Queens for your reception
- Discuss optional evening entertainments and menus
- Book the Honeymoon
- Compile guest lists with both families
- Choose your bridesmaids, best man, ushers and page boys
- Shop for dresses and accessories
- Decide on men's outfit and arrange hire (if necessary)

6 MONTHS

- Book a photographer/video company
- Book transport or liaise with friends and family
- Order Wedding Cake
- Make Wedding Gift List

4 MONTHS

- Visit clergyman/registrar again
- Confirm food and reception details
- Order stationery
- Choose Wedding Rings
- Enjoy a shopping and preparation break staying at The Queens
- Organise floral arrangements for the church reception, the bride's and bridesmaids' bouquets, and mothers' flowers

3 MONTHS

- Buy gifts for bridesmaids, best man, ushers and page boys
- Finalise Honeymoon/Wedding night details

2 MONTHS

- Post invitations
- Record acceptances and denials
- Send out Gift List
- Reply immediately for presents received

1 MONTH

- Discuss reception estimated numbers and seating plan
- Organise dress and suit fittings
- Book an appointment with the hairdresser
- Practise wedding make-up
- Prepare newspaper announcement
- Organise stag/hen night at least a week before the Wedding Day

1 Week

- Full rehearsal of Wedding (time the journey to venue)
- Make final checks – cakes, flowers, photographer and transport



EVERYTHING YOU NEED TO KNOW



YOUR QUESTIONS ANSWERED

WHO WILL BE OUR CONTACT ON THE DAY?

Throughout the planning of your special day, a dedicated Wedding Co-ordinator will act as your one point of contact. On the day we have a highly committed Operations Manager who will ensure your day runs smoothly and efficiently so that you can enjoy your day.

HOW MANY PEOPLE SIT AROUND A TABLE AT THE RECEPTION?

Usually 8 to 12 on round tables. However we are happy to accommodate your requirements.

HOW MANY PEOPLE SHOULD WE CATER FOR AT OUR EVENING RECEPTION?

You must cater for a minimum of 85%, however we recommend you cater for 100%.

SHOULD WE HAVE AN ACCOUNT BAR OR CASH?

This all depends on your budget. Your Wedding Co-ordinator can advise.

DO WE HAVE A SET MEAL?

We advise that you follow a set meal, however we will cater to your needs.

We can cater for any special dietary requirements with adequate notice; we offer a variety of vegetarian options and can provide more suitable options for the younger members of your party.

HOW DO WE CHOOSE A MEAL THAT EVERYONE WILL LIKE?

It is hard to please everyone but we offer a wide selection of dishes to choose from. Our Head Chef will be happy to discuss your requirements with you.

CAN WE PROVIDE OUR OWN FLOWERS/DISCO?

Yes and we will be happy to advise of local suppliers.

WHAT HAPPENS AT A CIVIL CEREMONY?

A Civil Ceremony is a non-religious service, which lasts about 20 minutes. You can make the ceremony as personal as you want with music and readings (must be secular). You need to discuss your requirements with the local registrar before the ceremony and this should be done prior to making a confirmed booking of the hotel facilities.

HOW DO WE MAKE A BOOKING?

You can make a provisional booking which we can hold for up to two weeks.

To guarantee your booking we require a non-refundable deposit of £500.

WHEN DO WE PAY?

After paying your initial deposit, we require 50% of the bill three months prior to the event with the remaining balance due one month before your wedding.

STAG AND HEN

QHotels have properties throughout the UK, so whether you are looking for a relaxing weekend indulging yourself or an energetic city break we can arrange a fantastic hen or stag weekend to suit you.

Arrive at the hotel to champagne cocktails for the ladies or chilled beer for the men and relax in luxurious accommodation. We will provide a disposable camera to capture your day. Enjoy a late breakfast and late checkout and a recovery kit to help you on your way.

If you prefer a more relaxing break we have a number of countryside locations, some with golf courses, we can arrange a round of golf or enjoy our beauty and pamper packages. Book 10 rooms on your stag or hen night and receive a free room for the bride or groom.

For more information visit www.qhotels.co.uk



WEEKEND BREAK WITH FRIENDS



For more information or to arrange a show round of our facilities call our Wedding Co-ordinator on 0113 3917204 or email: queensevents@qhotels.co.uk
www.qhotels.co.uk
City Square, Leeds, LS1 1PL

