

LEEDS *city* MUSEUM



Events & Conferencing

LEEDS *city* MUSEUM

Welcome

Leeds City Museum is a beautifully restored Grade II listed building situated in the heart of Leeds.

Originally The Leeds Mechanic's Institute, completed in 1862, the Museum's historic exterior houses a stunning central area and two modern meeting rooms, as well as four interactive galleries.

Our amazing exhibitions, astounding galleries and creative blank canvas spaces combine to make Leeds City Museum a unique and inspiring Leeds venue for corporate or private hire.

Spaces & capacities

| | |
|-------------------|-----------|
| Brodrick Hall | Up to 300 |
| The Thoresby Room | Up to 80 |
| The Denny Room | Up to 50 |
| Museum galleries | Up to 250 |



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The Brodrick Hall

The 401sqm Brodrick Hall is one of the largest and most versatile spaces in Leeds, providing a blank canvas for your event.

| | |
|-----------------|-----|
| Standing | 300 |
| Theatre/Cabaret | 230 |

What's included:

Stage/Tables & Chairs / WiFi / PA System / 2 Microphones / 3 ceiling-suspended projector screens / Set up & de-rig.

Staffing is charged for evening events. Please let us know the finish time of your event for a cost.

| Room rate: VAT exempt | Tue—Fri | Sat | Sun |
|-----------------------|---------|-------|-------|
| Half Day (4hrs) | £1000 | n/a | n/a |
| Full Day (9-5pm) | £1800 | £1800 | £1800 |
| Evening (from 5.30pm) | £1440 | £1900 | £2200 |



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The Thoresby Room

| | |
|-----------|----|
| Theatre | 80 |
| Cabaret | 56 |
| Boardroom | 32 |

What's included:

Tables & Chairs / Dedicated Internet Access & WiFi / Data projector screen / Speakers & Induction loop.

Staffing is charged for evening events. Please let us know the finish time of your event for a cost.

| | |
|-----------------------|---------|
| Room rate: VAT exempt | Tue—Sun |
| Half Day (4hrs) | £430 |
| Full Day (9-5pm) | £650 |
| Evening (from 5.30pm) | £430 |



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The Denny Room

| | |
|-----------|----|
| Theatre | 50 |
| Cabaret | 28 |
| Boardroom | 20 |

What's included:

Tables & Chairs / Dedicated Internet Access & WiFi / Data projector screen / Speakers & Induction loop.

Staffing is charged for evening events. Please let us know the finish time of your event for a cost.

| | |
|-----------------------|---------|
| Room rate: VAT exempt | Tue—Sun |
| Half Day (4hrs) | £270 |
| Full Day (9-5pm) | £410 |
| Evening (from 5.30pm) | £270 |



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The Galleries

The museum's galleries provide a truly special backdrop for more intimate events. The spaces offer something completely different from any other venue in Leeds.

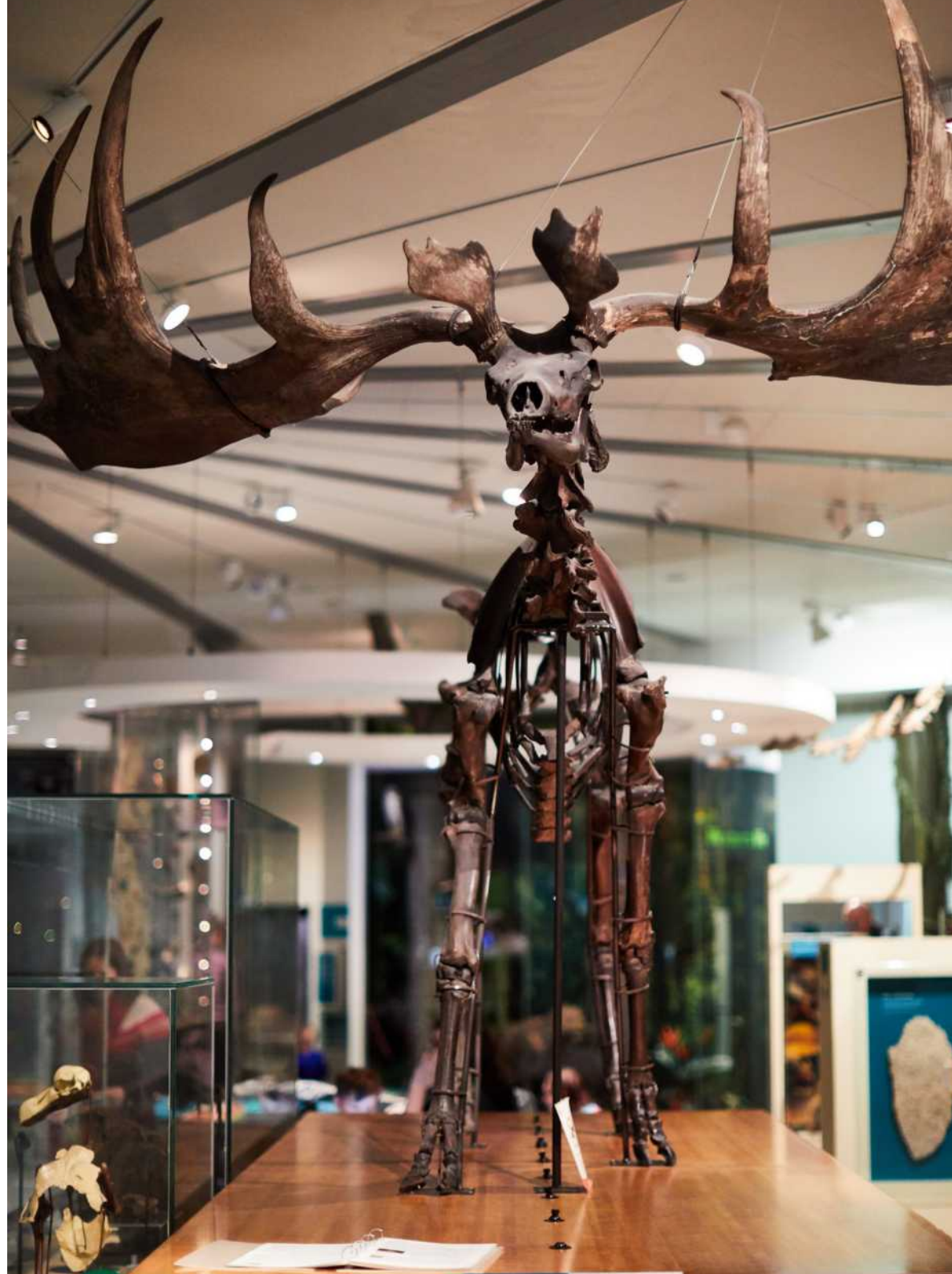
Beautiful and interesting objects from all over the world offer the opportunity to theme your event, or simply use the galleries as the location for your drinks reception.

Add a guided tour to your package or please speak to us about how we can help tailor your event.

Life on Earth and Leeds Story galleries can be hired exclusively from 5.30pm, Tuesday - Sunday.

Staffing is charged for evening events. Please let us know the finish time of your event for a cost.

| | |
|-------------|-------------------|
| Capacity | Up to 250 |
| Room Rate | £550 (VAT exempt) |
| Guided Tour | £4pp + VAT |





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Conference Rooms—Daytime Catering

The Museum's café provide in-house catering for meetings and events for up to 100 people. If your event is catering for over 100 people, please see next page for our catering partners.

All prices are exclusive of VAT and are per person unless stated otherwise.

| | |
|---|-------|
| Selection of teas & filter coffee | £2 |
| Tea, coffee & biscuits | £3 |
| Tea, coffee & Danish pastry | £3.80 |
| Fresh fruit juice | £2 |
| Granola | £2.20 |
| Fruit basket | £1 |
| Lunch | £6 |
| Seasonal sandwiches with salad garnish & tortilla chips. Vegan & vegetarian included. | |
| Dessert Selection | £2.20 |

| | |
|--------------------------------------|-------|
| Prosecco (125ml) | £4 |
| Wine—white/rosé (125ml) | £4.20 |
| Peroni (330ml bottle) | £3.50 |
| Black Sheep (500ml bottle) | £4 |
| Bulmers (500ml bottle) | £4 |
| Sparkling Elderflower (330ml bottle) | £2 |
| Still/Sparkling water (500ml bottle) | £1.25 |

Evening Catering

The Museum's café can provide canapés for evening receptions.

Min 3 assorted canapés £6

(min 20 people)

Additional canapés—£2pp

Your selection and dietary requirements must be sent to us no later than 7 days before your event. It may be possible to increase numbers upon request but please note that numbers cannot be reduced within 7 days of the date of your event. Please see Terms and conditions for our cancellation policy.

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External Catering Options

If your event is for 100+ attendees, we work with the following four carefully selection catering companies. They know the ins and outs of working in a heritage building, as well as being able to guarantee first-class service, bespoke menus and delicious produce.

Please let us know when you are booking your event if you have a preferred caterer from the below.

Flavour

flavour@leeds.gov.uk

0113 378 2315

FLAVOUR

CGC

info@cgceventcaterers.co.uk

0113 287 6387

cgceventcaterers.co.uk



EVENTCATERERS

Dine

events@dine.co.uk

0345 450 4545

dine.co.uk



Taste Cuisine

info@tastecuisine.co.uk

01937 849 911

tastecuisine.co.uk

TASTE CUISINE



LEEDS *city* MUSEUM

Location & Contact

The museum is located on Millennium Square in the city centre. Our loading bay is on Rossington St.

Leeds train station is a 10 minute walk away. The Light and St Johns multi storey car parks both located on Great George St are a short walk away.

The museum is fully accessible with lifts to all floors and toilet facilities. Induction loop is also available upon request.

city.museum@leeds.gov.uk

0113 378 5001

Leeds City Museum

Cookridge St

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[@leedscitymuseum](https://www.instagram.com/leedscitymuseum)



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