

# WEDDINGS AT THE LEEDS LIBRARY



The Leeds Library is the oldest membership subscription library of its kind in the UK and the oldest cultural organisation in Leeds. Founded in 1768, and built by Thomas Johnson, the town's leading architect, the stunning Grade II\* listed building is a rare surviving example of a Georgian public library.

Whether you are seeking an intimate venue for a few select guests or something larger, we offer a romantic setting for literary lovers and couples looking for a unique and authentic venue.

We are licensed to host civil ceremonies in the New Room of the Library, which dates from 1880, previously the printing shop for the Leeds Intelligencer newspaper. This room can seat up to 80 guests.

Our stunning Library offers space for unique and cherished photos of your special day.

We will work closely with you to plan your day, offering a personal service for your wedding, discussing individual needs in order to make your day special and memorable.

For more information and to discuss your wedding plans please contact Sarah West on 0113 245 3071 or [enquiries@theleedslibrary.org.uk](mailto:enquiries@theleedslibrary.org.uk)





*“The Leeds Library truly is the one of the most magical venues in the centre of Leeds.*

*The venue gives off a 'Harry Potter' or 'Beauty and the Beast' effect and the Library itself is hidden away from the hustle & bustle of the streets below.*

*All of our guests gasped at the beauty of the Library and many have made plans to visit again in a personal capacity.*

*The Library staff, especially Sarah, will look after you from the moment you book. With regular email catch ups to check in; taking away that much hated wedding planning stress.*

*If you're looking for a venue that's unique, beautiful & magical - the Leeds Library is the place for you.”*

**Mark and Scott, 25 July 2021**

## **Ceremony and drinks reception**

**Up to 30 guests: £1,200**

Additional guests charged at £20 per head up to 80 maximum

(Prices valid until December 2023)

### **Which includes:**

- Venue hire for 3 hours, to include a one hour ceremony and two hour drinks reception
- From 4pm on Saturdays and 12 noon on Sundays
- Drinks reception for 2 hours following ceremony. Please see below for drinks prices
- Seating for up to 80 guests
- Registrar's table with white linen
- Use of the main floor of the library for photographs
- Disabled access to the first floor of the library\*
- Use of Bluetooth speakers to play music via Spotify or apple play (to be controlled by a guest)
- Library membership for the wedding couple for 1 year
- NB. Registrar's fee needs to be paid separately

Additional options may be available on request.

\*Please note that the disabled access to the first floor is via a chair lift. Unfortunately, there is currently no lift access to the Library. If required, we have a lightweight wheelchair which can be used if a wheelchair is too heavy to carry up the stairs.



## Drinks reception and catering:

### Which includes:

Use of the main floor of the Library for up to 2 hours following the wedding ceremony for photos and drinks reception. Please note an additional levy of £200 will be charged for events that continue past 7pm

If you would like canapes or snacks to be served, then these would need to be provided and served? by an outside caterer.

### Drinks per glass:

Prosecco £6

Mimosa (prosecco and orange juice) £4

Orange or apple juice £3

Elderflower presse £3

Bottle of beer £4

Alternately if you would like to provide your own drinks, there will be a corkage charge of £5 per bottle.

**Catering:** We do not currently have the facilities to provide in house catering, but you are welcome to arrange for an outside caterer. Here are some who have worked with the library before:

- [www.centerfillings.co.uk](http://www.centerfillings.co.uk)  
07939 503550
- [www.billberrybee.co.uk](http://www.billberrybee.co.uk)  
0113 2622268/07503 181370
- [www.relishfood.co.uk](http://www.relishfood.co.uk)  
01132 433133



## Coming soon - The next chapter:

We are excited to announce the expansion of The Leeds Library into the adjacent building and we anticipate this being completed by Autumn 2023.

As well as making us fully accessible with the addition of a lift, this will provide a custom designed and dedicated event space perfect for your evening reception. The space will be sympathetically designed to bring the ambience of the historic library into the new building.

If you would like to find out more information about the expansion or about hiring the library for your wedding reception, please contact [enquiries@theleedslibrary.org.uk](mailto:enquiries@theleedslibrary.org.uk)



For bespoke wedding and event styling contact  
[www.perfectvenuedressing.co.uk](http://www.perfectvenuedressing.co.uk)



# Ceremony booking agreement and contract of hire

## Terms and conditions

### Confirmation and booking

1. All prices include VAT.
2. The library is available for ceremonies on Saturdays from 4 and 5pm and Sunday afternoons between 12noon and 7pm only.
3. Applications must meet the approval of The Leeds Library before a booking can be confirmed.
4. A non-refundable deposit of 25% is required to secure the booking. The full fee is due for payment 3 months before the date of the ceremony.
5. It is your responsibility to book the Registrar for your wedding. If you have not booked the Registrar before making your booking application with us, we advise you to do so as soon as possible after you have received our confirmation of booking.
6. Bookings that run past 7pm will incur an additional venue charge of £200.

### General

7. 1 years Library membership is given as a gift to the wedding couple. This will start automatically on the day after the wedding unless otherwise discussed.
8. Any decorations would need to be arranged for and provided by the wedding party. Decorations must be approved by the Library and should be free standing. NO live flames are permitted in the Library.
9. Access will be allowed to the building for set up from 10am on the day of the ceremony. If you require access before these times a levy will be charged.
10. NO alcohol may be consumed in any part of the premises at ANY point, except for the drinks reception.
11. NO food or drink may be consumed in the ceremony room one hour before the ceremony.
12. Recorded or live music may be played; however, the music cannot be religious in anyway (no psalms or hymns) If you are unsure, then please send the song titles to us and we will check with the registrar.
13. Bluetooth speakers are available for you to set up music for your wedding, but you will need to arrange for someone to oversee the music as the Library will be unable to staff this during the ceremony.
14. The throwing of confetti is not allowed anywhere within the premises of the Library, this includes the entrance foyer and the street outside.
15. The Reading Room will be available to allow the registrar to talk to the wedding couple before the ceremony.



### Access to the building

16. Your guests will be allowed access to the building up to 1 hour before the start of the ceremony.
17. There is no vehicle access permitted to Commercial Street between 10.30am and 7pm. It is pedestrian access only. If you would like to arrange access for a wedding car or bus, then please contact Leeds City Council directly to arrange this.
18. There is no parking available at the Library.
19. We regret that, other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed in the Library without prior discussion.

### Cancellations

20. The Leeds Library reserves the right to withhold the full booking fee in the event of cancellation. If this contract is terminated or cancelled by the Hirer in writing at any time prior to the day of the event, the following will be charged.

<b>Period of notice before commencement of Hire Period</b>	<b>Cancellation Charge</b>
To secure booking	25% deposit (non-refundable)
More than 2 months' (but less than 3 months)	50% of venue fee
More than 1 month (but less than 2 months)	75% of venue fee
Less than 1 months' notice	100% of venue fee

21. If due to events beyond our control we have to cancel the booking, a full refund will be given.
22. If circumstances mean that the date needs to be postponed or changed, then the Library will consider this depending on the circumstances.

### Damage

23. The client is responsible to The Leeds Library for any damage caused by any act, default or neglect of the client, subcontract, employee or guest of the client and shall pay The Leeds Library on demand the amount required to make good or remedy any such damage.

### Limitation of our liability to you

24. In no event will The Leeds Library's liability for any loss or damage in contract or part (including negligence) or however otherwise, exceed the total amount paid by the client for the function.

# Contract for Hire

<b>Date of Event</b>		<b>Ceremony start time:</b>	
<b>Total building hire times</b>	<b>From:</b>	<b>To:</b>	
<b>Full names of Wedding Couple (for signage)</b>			
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact telephone</b>			
<b>Email</b>			
<b>Approx no. guests (max 80)</b>			
<b>Library membership no.</b>			

<b>Charges and payment dates:</b>		
Room hire		
Additional guest @£20 per head		
Drinks		
Other		
<b>Total (inc VAT)</b>		
Deposit due (25%)		
Balance due		
Date paid		

We agree to abide by the terms of the agreement

Signed..... Date.....