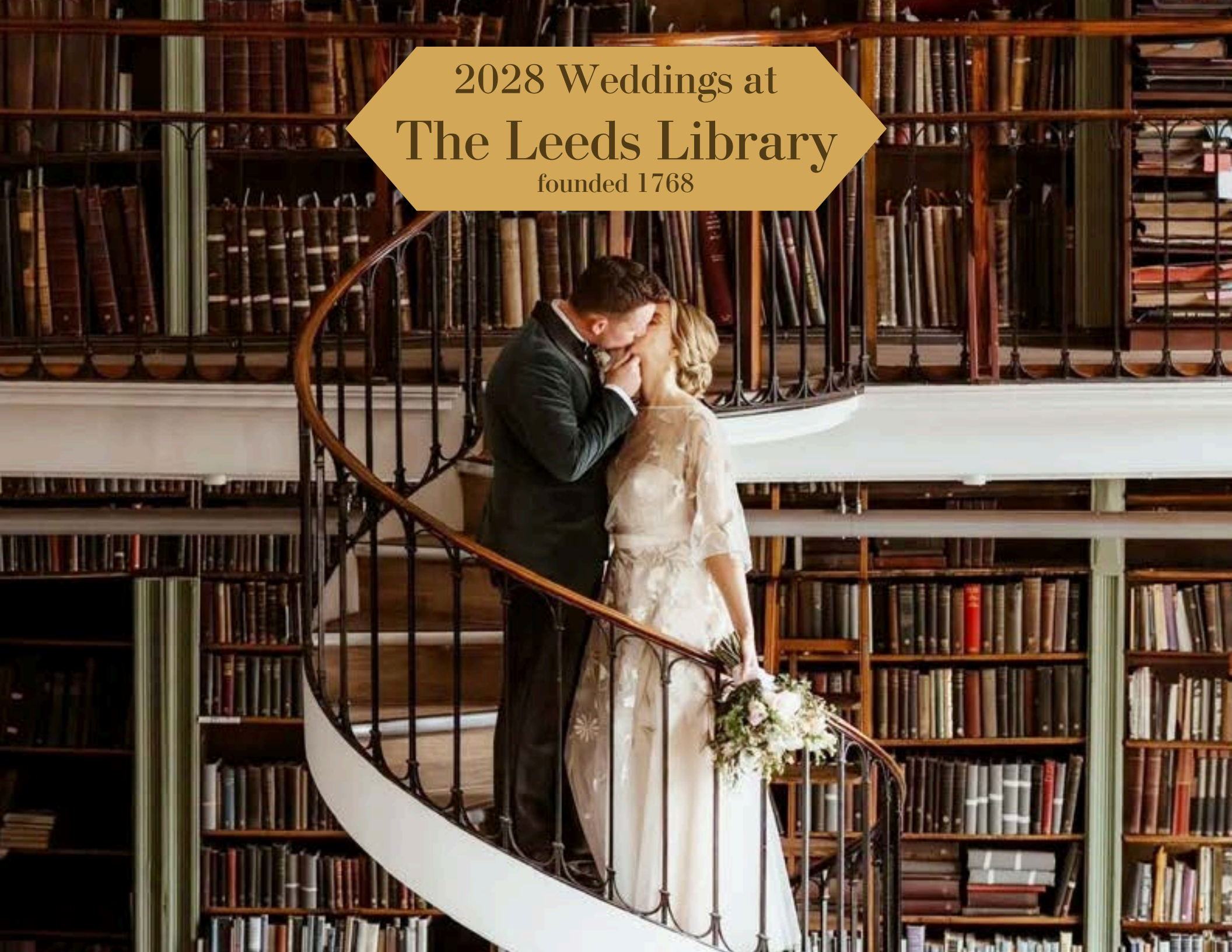


2028 Weddings at  
**The Leeds Library**  
founded 1768



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, our stunning Grade II\* listed building is a rare surviving example of a Georgian 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. Our stunning Library offers space for unique and cherished photos of your special day.

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.

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 - 0113 245 3071**

or email [enquiries@theleedslibrary.org.uk](mailto:enquiries@theleedslibrary.org.uk)



## Octavo - Package One

**Ceremony for up to 30 guests  
£3000 (Plus VAT)**

Exclusive use of our Historic Grade 2\* listed Georgian library for 3 hours  
(from 1 hour before ceremony and up to 2 hours after)

Celebration toast included  
(Prosecco and orange juice or Tea and Coffee)

Use of main floor of Library for photos within venue hire times.

Use of Bluetooth speakers to play music.

Bespoke friendly service with a dedicated point of contact.

Ceremonies can be booked:  
Saturdays 4pm only,  
Sundays between 11am – 4pm.

Please note you will need to book your registrar or celebrant direct.



*“The Leeds Library surpassed all our expectations, creating such a magical and unique atmosphere that we will never forget.*

*From the very first enquiry, Sarah and the team were so helpful and responsive, nothing was too much trouble. We felt incredibly well looked after and always given the highest priority.*

*Arriving on the morning of the wedding to set up, the ceremony room took our breath away. It was exactly as we wanted, elegant, so very stylish, and atmospheric. The venue itself provided all the wow-factor we could have wished for.*

*Just brilliant.”*

- John and Mary, April 2024



## Quarto - Package Two

**Ceremony for up to 50 guests  
£3750 (Plus VAT)**

Exclusive use of our Historic Grade 2\* listed Georgian library for 3 hours  
(from 1 hour before ceremony and up to 2 hours after)

Celebration toast included  
(Prosecco and orange juice or Tea and Coffee)

Use of main floor of Library for photos within venue hire times.

Use of Bluetooth speakers to play music.

Bespoke friendly service with a dedicated point of contact.

Ceremonies can be booked:  
Saturdays 4pm only,  
Sundays between 11am – 4pm

Please note you will need to book your registrar or celebrant direct.

## Folio - Package Three

**Ceremony for up to 80 guests**

**£4800 (plus VAT)**

Exclusive use of our Historic Grade 2\* listed Georgian  
library for 3 hours  
(from 1 hour before ceremony and up to 2 hours after)

Celebration toast included

(Prosecco and orange juice or Tea and Coffee)

Use of main floor of Library for photos within venue hire times

Use of Bluetooth speakers to play music.

Bespoke friendly service with a dedicated point of contact.

Ceremonies can be booked:

Saturdays 4pm only

Sundays between 11am – 4pm

Please note you will need to book your registrar or celebrant  
direct.



## Reception options

### Option One

£800 (plus VAT) Up to 30 guests.

### Option Two

£1200 (plus VAT) Up to 50 guests.

### Option Three

£1600 (plus VAT) Up to 80 Guests.

Room hire for 4 hours  
(following on directly after ceremony booking)

Use of kitchen for outside caterers  
(a kitchen inventory is available on request)

Staffed bar facility until 9.30pm  
(Venue to be vacated by 10pm. A surcharge will apply for events continuing after this time)

Glasses provided.

Event tables and chairs provided.

Blue tooth speakers available.

Guests can mingle throughout the main floor of the Library.

## Room layout

### Up to 30 guests

Horse shoe, Family style or Banquet.

### Up to 50 guests

Banquet style with round tables seating 10 guests  
or  
Family style with rectangular tables seating 6/8 each

### Over 50 guests

Buffet style with casual seating.

Due to the nature of the building we are unable to accommodate  
dance floors or DJ's.

We will set the room out ready for you to add your own finishing  
touches.

Caterers who have worked at the Library in the past include:

Billberry bee - [www.billberrybee.co.uk](http://www.billberrybee.co.uk)

Blue pepper - [www.bluepeppercatering.co.uk](http://www.bluepeppercatering.co.uk)

Creams - [www.creamcateringleeds.com](http://www.creamcateringleeds.com)

# Terms and Conditions

## General:

- All prices valid as of 1<sup>st</sup> May 2026 for new bookings.
- Any decorations 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.
- Access will be allowed to the ceremony room for set up from 10am on the day of the ceremony. If you require access before these times a levy will be charged. Please discuss this directly with the Library. (Library members will have access to this room until 2 hours prior to the ceremony)
- NO alcohol may be consumed in any part of the premises at ANY point, except for the drinks reception.
- NO food or drink may be consumed in the ceremony room one hour before the ceremony.
- Recorded or live music may be played; however, the music cannot be religious in any way (no psalms or hymns) If you are unsure please check with the registrar.



- The throwing of confetti is not allowed anywhere within the premises of the Library, this includes the entrance foyer and the street outside.
- Bluetooth speakers are available for you to set up music for your wedding, you will need to arrange for someone to oversee the music as the Library will be unable to staff this during the ceremony.
- The Reading Room will be available to allow the registrar to talk to the wedding couple before the ceremony.

## Cancellations:

- 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 -

### Period of notice before commencement of Hire Period: Cancellation Charge:

To secure booking (nonrefundable)	25% deposit
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

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

# Terms and Conditions

## Access to the building:

- Your wedding party and guests will be allowed access to the building up to 1 hour before the start of the ceremony.
- 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 parking services at Leeds City Council directly to arrange this.
- There is no parking available at the Library.
- We regret that, other than assistance dogs, no pets or other animals are allowed in the Library without prior discussion.
- A full access statement is available on our website.

## Damage:

- The client is responsible for any damage caused by any act, default or neglect of the client, subcontractor, 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:

- 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.



If you have any questions or would like to check availability please do not hesitate to contact us directly:

[enquiries@theleedslibrary.org.uk](mailto:enquiries@theleedslibrary.org.uk).

## Confirmation and booking

- All prices are plus VAT.
- The library is available for ceremonies on Saturdays at 4pm and Sundays between 11am and 4pm only.
- We are a working Library and will close to our members at least 1 hour before a wedding ceremony.
- Applications must meet the approval of The Leeds Library before a booking can be confirmed.
- 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.
- It is your responsibility to book the Registrar or Celebrant 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.



QR code to  
website

18 Commercial Street, Leeds, LS1 6AL  
email:enquiries@theleedslibrary.org.uk

Tel: 0113 2453071

[www.theleedslibrary.org.uk](http://www.theleedslibrary.org.uk)

