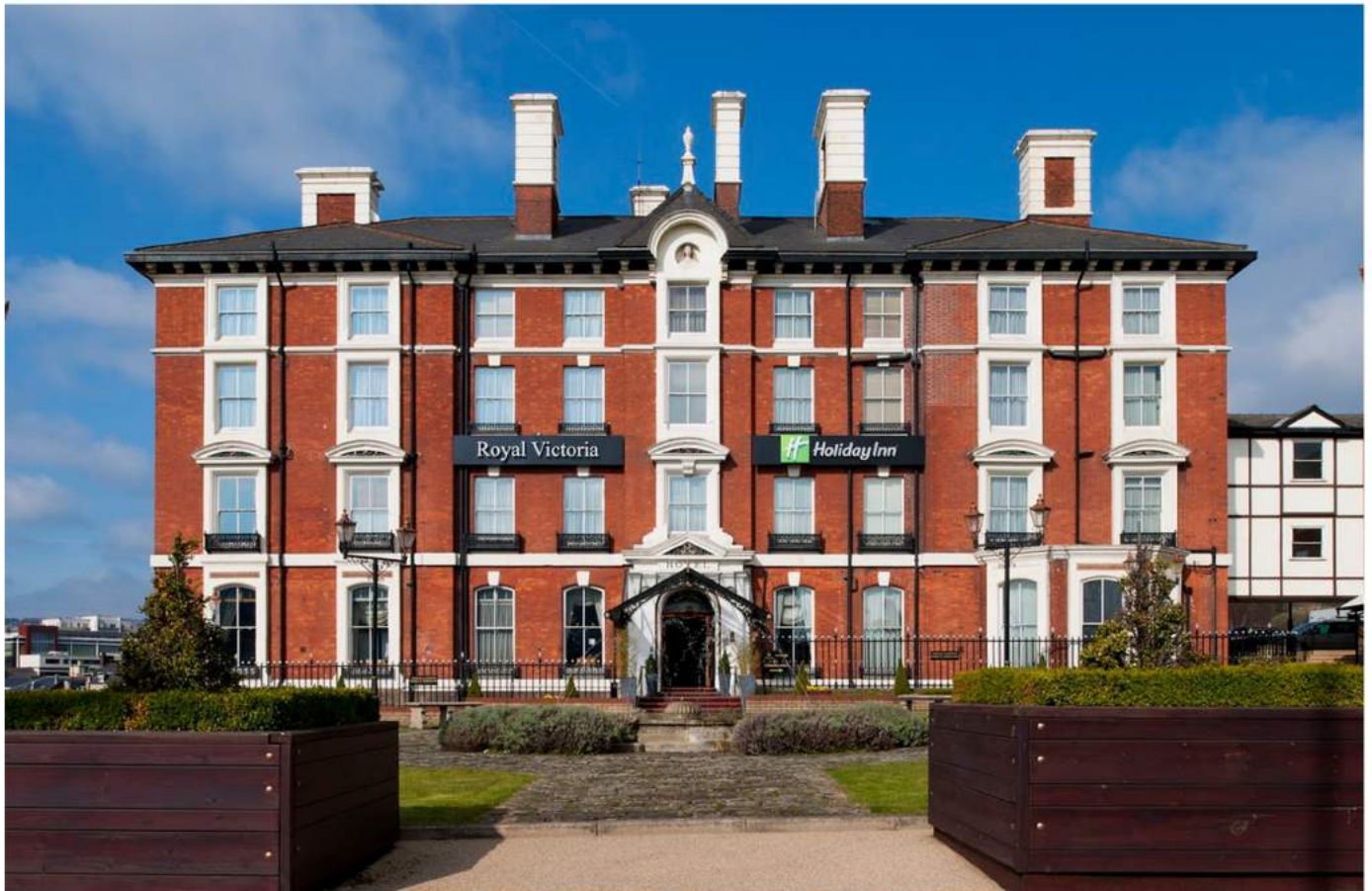




Holiday Inn[®]
Royal Victoria Sheffield



Banqueting Brochure 2018

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[/RoyalVictoriaSheffield](https://www.facebook.com/RoyalVictoriaSheffield)



[@HI_RoyalVic](https://twitter.com/Hi_RoyalVic)

Our Function Suites

Our Victorian inspired hotel offers an exquisite background along with high quality service tailored to suit your event. Whatever you have in mind, we will endeavour to provide that special service and help organise your night just the way you want it.



The Royal Victoria's elegant Ballroom has an ornate feature ceiling, good-sized dance floor. This unique function room can seat up to 380 guests.

The multi-functional Assembly room is ideal for more intimate parties for up to 80 guests and has its own private bar.



For smaller events we have three other function suites to suit the occasion.



Banqueting Menu & Packages

Buffets

We are proud to offer a range of hot and cold buffets. All buffets are 2 courses and competitively priced. We aim to cater for a variety of tastes however please do not hesitate to contact the hotel if you would prefer an individual tailored buffet. Canapé menu's are available on request.

Banqueting Selector Menu

The banquet selector menus provide flexibility and allows you to select your own set 3 course menu for the event from the different courses to create a menu to suit you and your

Party Packages

By offering arrival drinks, wine and a disco, the hotel can take away the stress in planning the event and on the night. All you have to do is select your menu!

Special Dietary Requirements

The hotel's kitchen team are experienced in catering for a variety of dietary requirements including vegetarian, vegan, gluten free, dairy free, nut allergies, halal and kosher. Please advise us of your guests' dietary requirements and we can advise the most suitable dishes from the items listed or alternatives if there is nothing suitable.

Onsite Car Parking

Please be advised that car parking is available onsite at the hotel. Guests leaving their cars overnight a reduced fee of £6.00 for 24 hours is available for guests attending an event. Please ensure all your guests are aware, and advise them to pay for their parking at the hotel reception prior to removing their cars from the car park. Please be advised that car parking is included with the booking for guests removing their cars at the end of the night. Cars left overnight are charged at a discounted rate of £6.00 per car. Please ensure all your guests are made aware of this. The discounted parking charge is only available via reception.

Event Packages

Although the meal might not be seen as the feature of the event, but it always holds a very crucial role in how the event is best remembered. The team led by our Executive Chef uses only the very best seasonal ingredients and it is his discovery of different combinations of ingredients that create perfect meals.

Minimum numbers of 80 apply for packages A,B and C. You can upgrade to a choice menu for £2.00 per person and choose 2 dishes from each course.

Package A

£36.00 Per Person

3 Course Meal –Set Menu with tea & coffee
Disco
Arrival Drink
Half a Bottle of Wine
Room hire

Package B

£32.00 Per Person

3 Course Meal –Set Menu with tea & coffee
Disco
Arrival drink or large glass of wine with meal
Room hire

Package C

£30.00 Per Person

3 Course Meal –Set Menu with tea & coffee
Disco
Room hire

Package D

£26.00 Per Person

3 Course Meal-Set Menu with tea & coffee
Minimum numbers of 20 apply
Room Hire is chargeable as per
room hire rates

Arrival drink is a choice of Pimms or alcoholic cocktail with an alternative of non-alcoholic fruit punch or orange juice.
Food choices to be advised 2 weeks prior to event. Half a bottle of wine in package is House Red or House White.

Complimentary extras included in the packages

Coloured napkin inserts

Menu Cards

Seating Plan

Events co-ordinator throughout the planning of your event

Banqueting Manager to look after your event

Private Bar –subject to numbers

In-house photographer supplied with no booking fee. On the night printing of a 8X6 mounted photograph at £10.00 each.

Room for Photographs – subject to availability

Cloakroom – subject to availability

Room Hire Rates

Please refer to the table below for room hire rates; these rates are applicable for evening buffet events or intimate dinners and Party Package D.

All bookings are subject to minimum numbers set at the time of booking.

| Room hire rates for banqueting | | | | |
|--------------------------------|---------------|----------|----------|----------|
| No of minimum people | Great Central | Waverley | Assembly | Ballroom |
| 20 | £125.00 | £125.00 | | |
| 30 | £100.00 | £100.00 | | |
| 40 | | | £250.00 | |
| 50 | | | £225.00 | |
| 60 | | | £200.00 | |
| 70 | | | £200.00 | |
| 80 | | | £175.00 | |
| 90 | | | £175.00 | |
| 100 | | | £150.00 | £500.00 |
| 110 | | | | £500.00 |
| 120 | | | | £500.00 |
| 130 | | | | £450.00 |
| 140 | | | | £450.00 |
| 150 | | | | £400.00 |
| 160 | | | | £400.00 |
| 170 | | | | £400.00 |
| 180 | | | | £400.00 |
| 190 | | | | £400.00 |
| 200 | | | | £300.00 |
| 210 | | | | £300.00 |
| 220 | | | | £300.00 |
| 230 | | | | £300.00 |
| 240 | | | | £300.00 |
| 250 | | | | £250.00 |
| 260 | | | | £250.00 |
| 270 | | | | £250.00 |
| 280 | | | | £250.00 |
| 290 | | | | £250.00 |
| 300+ | | | | £200.00 |

Entertainment

We allow events to book outside entertainment for their event, however you must ensure that any entertainment you bring to the hotel have public liability insurance to cover up to a minimum of £10 million and a valid PAT Test Certificate.

Decorations

Clients are welcome to bring in the following decorations to the hotel:

Balloons

Confetti

Flowers

Fairy lights

Any electrical equipment must be PAT tested.

Minimum Numbers

The Hotel works on a minimum number policy rather than a room hire policy. Minimum numbers agreed at contracting stage will be the minimum numbers that will need to be paid for.

Payment

A £500.00 deposit is required when confirming a booking. Payments can be made by card, BACS, cash or cheque. All cheques must be made payable to the "Holiday Inn Sheffield".

The final balance is payable to the hotel, 2 weeks prior to the event taking place.