



Hospitality FAQs

We've included some commonly asked questions below, if you can't find an answer you can speak to the team; for City Campus queries use CC_Hospitality@leedsbeckett.ac.uk, or for Headingley Campus use HC_Hospitality@leedsbeckett.ac.uk.

System & Payment Queries

Do I pay VAT / What items do I pay VAT on?

All internal bookings are exempt from VAT, including all deliveries and alcohol served at a drinks reception. However, if alcohol is served at a pay bar, VAT will be added to the price of the drinks for customers to purchase.

All bookings paid for by an external client will be charged with the standard 20% VAT rate added.

How do I register to use the system?

The system uses university single sign-on. As long as you have university credentials, you should be able to log in using the Leeds Beckett University sign-on button.

Which budget codes can I use?

You should only use project codes assigned to the school or service you work in. If you are given a project code from another area, it can still be used, provided you have the budget holder's permission.

I have an external wanting to pay for internal event

We can arrange for an external company to pay for an event. Ensure they are set up as a customer via university finance, then send us their customer details and customer number – we can handle the rest.

Changes & Cancellations

What if I want to cancel my order?

If you need to cancel your booking, please let us know in good time. You can find our cancellation charges in our [current Hospitality Terms and Conditions].

How do I change my order?

You can amend the booking yourself through the hospitality website if you wish to change your order within the notice period (check the [current Hospitality Terms and Conditions] for further details).

If you wish to change your order at short notice, we will do our best to accommodate depending on availability. Please contact the relevant site by email:

- City Campus: CC_Hospitality@leedsbeckett.ac.uk
- Headingley Campus: HC_Hospitality@leedsbeckett.ac.uk

Event & General Hospitality Queries

Do you deliver at weekends?

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Weekend deliveries can be arranged with prior notice. We require 10 days' notice for a weekend booking. Please contact:

- City Campus: CC_Hospitality@leedsbeckett.ac.uk
- Headingley Campus: HC_Hospitality@leedsbeckett.ac.uk

What do I do if I want to run a full day or more than one day?

Refer to the [How To Have A Great Event On Campus guide](#). guide for detailed booking information. You can still add your booking to the online system, but it is advisable to inform us via email:

- City Campus: CC_Hospitality@leedsbeckett.ac.uk
- Headingley Campus: HC_Hospitality@leedsbeckett.ac.uk

Alternatively you can request a quote using our online [Event Hospitality form](#).

What if I want a bespoke menu?

No problem, fill in the [Event Hospitality form](#), and one of our team will get in touch shortly to discuss your requirements.

What is the latest time I can book my order?

We have set cut-off times for all our menus. You can find the details in our [current Hospitality Terms and Conditions]. The system will prompt you if your booking is outside of the set cut-off times.

What is the maximum numbers for an event I can book?

The online system has set maximum and minimum orders per menu. If you would like to discuss your event with a colleague, please email the team:

- City Campus: CC_Hospitality@leedsbeckett.ac.uk
- Headingley Campus: HC_Hospitality@leedsbeckett.ac.uk