



*Pallant  
Suite*

# Business Meeting Guide

**Great Location**

**Great Events**

Right in the Centre of the City

Big enough for 150 people

Small enough for 10

Excellent catering and bars

And Great Value!



## Business Meetings at The Pallant Suite

The Pallant Suite, right in the center of Chichester, is the ideal venue for all sorts of business meetings ranging from informal discussions around a table to large scale theatre style presentations. This flexibility makes it particularly attractive for any of the following events:

- Conferences & Seminars
- Off-site reviews and discussions
- Training Sessions
- Product Launches and Exhibitions

There are three rooms that can be used in any combination to provide a separate space for lunch or break out groups as well as accommodation for the main meeting

- The Masters Room – An independent, high ceilinged room on the top floor for up to 30
- The Main Hall – On the ground floor with its own bar and adjacent to the kitchen for up to 150
- The Bar – On the first floor, accommodating up to 30 available on its own or in combination

We have all the facilities you need for a trouble free meeting including

- Free Wifi (available shortly)
- Sound system and stage in the main hall
- Catering – from tea & coffee to working lunches or even celebration dinners
- Bar facilities if required

We'll provide a cost effective package of accommodation and catering to meet your specific needs; to give you some idea of what we can offer here are some examples:

### **Morning or Afternoon Business Meeting for 10 including:**

Masters Room Hire

Coffee, Tea & biscuits for 10 people

***Total Cost: £95***

### **Full Day Business Meeting for 50 including:**

Main Hall Room Hire

Use of First floor bar for lunch

Coffee, Tea & biscuits for 50 people in morning & Afternoon

Any Working meal menu for 50 people

Jugs of fruit juice & water for lunch

***Total Cost: £950***

## Working Menus for Business Meetings

### **Menu W1** Price: £6-50 per person

Selection of sandwiches & fruit platter

### **Menu W2A** Price: £8-50 per person

Selection of sandwiches & rolls

Cocktail sausages

Mini Scotch eggs

Spicy chicken wings

Indian Savories (V)

Vegetarian quiche slices

### **Menu W2B** Price: £8-50 per person

Selection of sandwiches & rolls

Cocktail sausage rolls

Mini pork pies

Bite sized sausages

Pizza slices (V)

Cheese, pineapple & grapes

### **Menu W2C** Price: £8-50 per person

Selection of sandwiches & rolls

Chicken drumsticks

Filled Vol au vents

Breaded mushrooms

Vegetarian quiche slices

Spinach & feta goujons (V)

### **Menu W2D** Price: £8-50 per person

Thick cut granary sandwiches

Cocktail sausage rolls

Cream cheese & potato rostis (V)

Mature cheddar & pickled onions

Rolled slices of ham

Mini pork pies

### **Menu W2E** Price: £8-50 per person

Medley of filled sandwiches & rolls

Cocktail Lincolnshire sausages with mustard

Spicy chicken wings

Indian savouries selection (V)

Sweet potato curry bites (V)

Smoked Mackerel bruschetta

### **Menu W2F** Price: £8-50 per person

Flour tortilla with several fillings

Hot'n'spicy chicken wings

Tortilla chips and salsa dip (V)

Mixed cocktail satay

Vegetable samosas & chilli dip

## Capacity Guide

Suite	Area	Boardroom	Banquet	Theatre
Main Hall	<b>1600 sq ft</b>		<b>120</b>	<b>150</b>
1 <sup>st</sup> Floor Bar	<b>250 sq ft</b>	<b>20</b>	<b>30</b>	
Masters Room	<b>300 sq ft</b>	<b>25</b>		

## Drinks & Bar Services

A full bar service can be provided if required as well as fruit juices, coffee and tea

If you would prefer to bring your own wine, that's fine, but a modest corkage charge would apply

## The Way We Work:

- Room hire includes set up of tables and chairs, we will be on hand to assist in making your event run smoothly; we'll do our best to provide a bespoke setup if required.
- We do not have a preferred supplier list for DJ's, Musicians and decorators. There are local people that have worked with us we could refer you to; naturally you are free to use your own.
- We ask that no items are stuck to the walls by any means and that any electrical equipment you use is PAT tested.
- Our venue is non-smoking and candles are not permitted in the building except by specific, written, permission.
- The stairs to the first floor are equipped with a chair lift which we will show you how to use, unfortunately there is no lift to the top floor.
- We have to finish all events at 11:30 in the interests of our neighbours as South Pallant is very much a residential area; we would also ask you to be mindful of this when leaving.

## Contacting and Finding Us:

If you would like to know more or would like to see out facilities we'd be pleased to see you, either email us at [info@pallantsuite.org.uk](mailto:info@pallantsuite.org.uk) or call us on 01243 779755

We are located at 7 South Pallant, Chichester, PO19 1SY which is in the middle of South Pallant and close to several car parks.