



*Pallant  
Suite*

# Funeral Reception 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!



## Funeral Receptions at The Pallant Suite

The classic surroundings of the Pallants and the muted tone of the Pallant Suite has been chosen and found to be very appropriate for funeral receptions. It's a difficult time so we do our utmost to help make the day run smoothly and in accordance with the wishes of the family.



The extensive, flexible facilities make it possible to accommodate both large and smaller gatherings with a range of catering packages to suit every taste and budget. We can host a modest gathering of up to 30 in the Bar on the first floor; if you want to invite more friends, up to 120 can be accommodated in the Main Hall on the ground floor.

The bar facilities are both well stocked and reasonably priced. We can lay out tables and chairs to suit your needs, cabaret style works well for many events that are relatively informal as this arrangement allows guests to circulate relatively freely.

Buffet style catering can be more flexible but if a more formal meal is required that can be accommodated just as easily by our caterers using the in house facilities. There is a wide range of finger buffets, hot and cold fork buffets as well as two and three course meals to choose from; if there's something special that you'd like just ask and we'll do our best to make it for you.

Don't take our word for how good The Pallant Suite is, see what our customers have to say:

"The venue is fabulous with an amazing bar and seats 150, ideal for my Cabaret Evenings" – *Dawn Gracie*

"It's a great venue for live jazz and Chichester Jazz Club is very thankful for the support provided by the Pallant Suite management team" – *Hugh Ashton*

Holding a Funeral Reception at the Pallant Suite is remarkably good value as you can see from the following example:

*Use o the first floor bar area and finger buffet for 25 people* £360

*Informal Funeral Reception for 50 with finger buffet held in the Main Hall* £715

## 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>		

## Example Menus

### Finger Buffet £10.50 per person

A selection of 7 items such as:

Selection of sandwiches or rolls

Chicken Drumsticks

Filled Vol au vents

Breaded Mushrooms

Vegetarian quiche slices

Savory Beaded eggs

### Hot Fork Buffet £15 per person

Choice of 3 dishes such as:

Salmon & Chive penne pasta

Chicken a la king with rice

Vegetable Lasagna, mixed salad & garlic bread

### Lunch or Dinner £25 per person

Choice from three items, for each of three courses, such as

Warm Mushroom Vol au Vents with rocket & balsamic salad

Chicken breast in chasseur sauce

Trio of Chocolate Desserts

## Drinks & Bar Services

The bars will be staffed within the hire charge and offer a wide variety of alcoholic and non-alcoholic beverages at reasonable prices, for example:

House Red or White Wines	£13 per bottle
Varietal wines	£15 per bottle
Sparkling wine (Prosecco)	£15 per bottle

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 our 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.