



*Pallant*  
*Suite*

# Hospitality Brochure

**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!



## Hosting Your Function at The Pallant Suite

Located right in the centre of Chichester and with one of the largest halls in the area, The Pallant Suite has proved to be a popular venue and home to many regular users such as the Jazz Club and Dawn Gracie's Cabaret evenings.



The flexible accommodation makes it ideal for a wide variety of events, especially;

- Anniversary celebrations
- Christening receptions
- Weddings
- Birthday celebrations (although not coming of age parties)
- Business meetings
- Exhibitions & Conferences
- Public Meetings
- Funeral Receptions

The accommodation comprises the Main Hall on the ground floor can accommodate up to 150 people, the first floor bar for up to 30, and the Masters Room on the top floor for up to 30. These can be hired individually or in any combination.

The main hall has a stage which is ideal for a band or disco and has its own bar which is well stocked and reasonably priced. We can lay out tables and chairs to suit your needs, cabaret style or more formal.

Our caterers can provide simple refreshments, buffet style catering or more comprehensive two, three and four course meals using our in house facilities. There is a wide range of finger buffets, hot and cold fork buffets as well as 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*

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

<i>Morning or Afternoon business meeting for 10, Board room style</i>	<i>£95</i>
<i>Private three course dinner for 20 held on the First Floor in the Bar</i>	<i>£485</i>
<i>Informal Anniversary Party for 50 with finger buffet held in the Main Hall</i>	<i>£715</i>
<i>All day Business Conference for 50 using the main hall and first floor bar</i>	<i>£950</i>
<i>Wedding for 60 including a three course wedding breakfast</i>	<i>£2,900</i>

### 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>		<b>40</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

#### Anniversary 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 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.