



*Pallant*

*Suite*

# Wedding 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!



## Make Your Wedding Special and Memorable at The Pallant Suite

The Georgian surroundings of the Pallant Suite make it a stylish location for a very special wedding reception. Right in the centre of the City, it's accessible and convenient for many Churches; it's only a short walk from the registry office in Orchard Street.

In the main hall there is plenty of room to accommodate a traditional sit down Wedding Breakfast or a more informal buffet style celebration in whatever style you prefer. This can continue on into the evening with a band, or disco using the upstairs bar as a quieter room where guests can converse.

We will work with you to create a program to suit your specific needs with a layout tailored to make your guests comfortable. We'll help you to choose how decorate the rooms to your theme, personalising the hall with your choice of swagging, chair covers and table decorations either yourself or using our contractors.

Our caterers use the freshest of ingredients, skilfully prepared to produce meals that have earned them an enviable reputation. There are a wide range of affordable standard packages available, alternatively we can produce a menu to suit your specific needs.

With attractive room rates, reasonable bar prices and competitive catering costs, an impressive, city centre reception is in reach of relatively modest budgets.

### **For Example:**

A Wedding using the main Hall and the upstairs Bar for 60 people including

- Canapés on arrival
- Three course wedding breakfast
- Sparkling wine on arrival and for toasts
- Serving staff, set up and clearing
- Staffed bar

Total Cost: £2,900

## Example Menu

Sit down meals with two, three or four courses can be provided. The prices include Serving staff, crockery, cutlery, serviettes, set up and clearing, leaving you with nothing to do but enjoy your meal. Please choose one dish from each course or three course meal alternatively a starter and main or main and desert for a two course meal. A cheese course can be added to make it four courses.

*Price: £25-£35 per person*

### **Starter Selections:**

- Fanned melon and raspberry coulis
- Mediterranean prawn and melon cocktail
- Warm mushroom vol au vents with rocket and balsamic salad
- Homemade leek & potato soup
- Sussex smoky
- Garlic and cream mushrooms on Rye toast
- Chicken and liver pate & melba toast

All served with a dinner roll and butter

### **Desert Selections:**

- Trio of chocolate desserts
- Raspberry & white chocolate cheesecake
- Individual Banoffi pie
- Dark chocolate torte & raspberry coulis
- Tropical fruit salad & Chantilly cream
- Tart au citron

Followed by coffee and mints

### **Main Dishes:**

- Chicken breast wrapped in Parma ham with a white wine and wild mushroom sauce
- Poached Scotch salmon with a cucumber and dill sauce
- Traditional roast beef with Yorkshire pudding
- Parmesan & basil crusted cod with wild mushroom sauce
- Loin of lamb with a red current and rosemary jus (£1.50 surcharge)
- Cumberland sausages, creamy mash and onion gravy
- Chicken breast in a chasseur sauce
- Red onion and goats cheese filo tart (V)
- Mediterranean vegetables & cheese Wellington (V)

All served with Dauphinoise potatoes & bundled vegetables

### **Extras:**

- Canapes on arrival
- Cheese board & biscuits
- Linen table cloths

## For A Less Formal Wedding

If you only want to have a short reception, perhaps following a civil ceremony, we can accommodate that either in the bar or main hall with less elaborate catering. Here are some examples with indicative prices

**Sandwich Selection**                      *£6.50 per person*

**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  
Savoury 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

## 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

Premium 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

## 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>		

## 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.