

PALLANT

P

CAFÉ

PALLANT

At Pallant House Gallery Café, we pride ourselves on the high standard of our event catering and we have extensive experience in a wide variety of functions.

We understand that funerals are planned at short notice so have put together a package which can be adapted to best meet your requirements. We will then take care of the rest of your catering arrangements and provide an efficient and discreet service on the day.

We have different hire spaces available depending on the size of the wake and time of day you require the space. We can offer exclusive use of our café and courtyard spaces* for intimate receptions, or private use of an exhibition space within Pallant House Gallery for larger groups**. Our function manager will meet with you to discuss your reception and will be on hand to provide a professionally executed service from start to finish.



*Use of the cafe spaces and exclusivity are subject to opening hours.

**Café and Gallery spaces may require additional room and crockery hire costs which can be communicated with you upon enquiry.

PALLANT

Pallant Café - Wake Package

Standing Buffet*

Included:

Drink

Tea and Coffee Self Service Station

Eat

Smoked Salmon, Sweet Chilli & Dill Cream Cheese Finger Sandwiches on Brown
Free Range Egg and Chive Mayonnaise Mini Croissants
Mozzarella, Tomato & Pesto Focaccia
Cranberry & Fennel Sausage Roll topped with Black Onion Seeds
Goats Cheese, Pepper & Maple Walnut Vol au Vents

Fruit Scone Self Service Station
with jam and clotted cream

Lemon Drizzle Traycake

£28 per person ±

Drink Options (including alcohol) continued on the next page.

We also have a range of red wines available but these are not able to be consumed in exhibition spaces, your event organiser will provide these options if suitable.

* seating and table hire available, please speak to your event organiser for a quote

± our wake packages are subject to a £1000 minimum spend.

PALLANT

Drink Prices

All drink options are available as a pre-agreed quantity or on consumption to be paid on the day. Your event co-ordinator can go through the options and advise on what best suits your event.

Wines & Sparkling.

Bianco

Pieno Sud | Italy

£25.00

Sauvignon Blanc

Buitenverwachting buiten blanc | South Africa

£32.00

Riseling (Organic)

Corralillo | Chile

£41.00

Prosecco Ca' del

Console | Italy

£36.00

Blanc de Blancs

Tinwood | West Sussex, England

£65.00

Grenache Rose

Les Lauriers | France

£27.00

English Sparkling Rosé

Wiston Estate | West Sussex

£70.00

Sparkling Elderflower (non-alcoholic) - 275ml

£4.50

TERMS & CONDITIONS

§ To secure a date for your event we require a £200 deposit. Deposits will be returned to the client after the event. Deposits for events that are cancelled are non-refundable.

§ Final guest numbers should be confirmed and full payment including hire fees are owed 2 weeks prior to your event. All payments within 2 weeks of the event are non-refundable. In the event of cancellation within this period, the venue reserves the right to charge the full price owed.

§ Any additional drink will be billed on consumption and can be paid for on the day.

§ All allergies and intolerances within your party must be communicated with us in writing no later than 14 days before your event and our allergy information communicated to all guests. Guests should also make the manager aware of their allergies and who they are upon arrival. Any pre-orders due, should also be sent 14 days before your event.

§ Our wake packages are subject to a £1000 minimum spend. By paying the deposit and agreeing a package you are confirming you are happy with the minimum spend and understand you will be invoiced the difference after the event if this spend is not reached.

§ The pre-agreed menu and price will be adhered to by the venue. We reserve the right to substitute any ingredients and items at short notice as a result of circumstances out of our control. Any such changes will be communicated to the client in advance where possible.

§ Any electrical equipment bought in by the client or outside parties (e.g. hired musicians) must be PAT tested and equipment show an up to date pass sticker. All external parties hired must have up to date insurance policies and provide certificates before the event.

§ Any damage to equipment or the venue by guests or outside parties will be communicated to the client and may incur a repair charge. Small damages can be deducted from the deposit before it is returned. Damages caused that are not covered by the deposit will be invoiced after repair. Please note that any legal fees are also chargeable should they arise.

§ The venue cannot be held responsible for unsuitable weather conditions that may impact on your event. The normal cancellation policy remains applicable in such an event.

§ In the event of the courtyard being used in an evening, it is understood that this area must be vacated at 11pm and all doors shut due to surrounding residents.

§ The hire of the venue ends at 11pm (or a pre-arranged time) on the day of your event.