



PALM HOUSE

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Events and  
*Private Hire*



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[www.palm-house.co.uk](http://www.palm-house.co.uk)

01252 781423

The Palm House, Tongham Road, Runfold, Farnham  
GU10 1PJ



# AT A GLANCE

Located in the Surrey Hills our split level restaurant is the perfect venue to celebrate birthdays, baby showers, bridal showers, weddings and everything in between.

During the day our balcony level is available for hire for all celebrations, with a seated capacity of 24 and standing capacity of 30.

After hours our venue is available for private hire. We offer an array of dining options. Sit down meals, grazing tables and canapés. If you're looking for a dance floor our tables can be moved to create the perfect space for you!

Our bar is fully stocked and can be paid for as you go or as a running tab for you and your guests. Serving from when you arrive with last orders at 11.00 pm and closing at 11.30pm.

# AFTERNOON TEA

## *Celebrations & Baby Showers*

### Exclusive hire of our Balcony:

Our restaurant is open from 9:30 am until 4:30 pm everyday with exclusive use of our upstairs balcony available for private parties.

We offer extra time for larger parties.

Our beautiful upstairs is perfect for an intimate gathering, seating 24 guest or 30 standing. The tables can be laid out to suit your needs with staff on hand to help bring your vision to life.

Please note we require **48 hours notice** for any changes to your booking.

Whats Included	Cost	Availability
Finger sandwiches, Scones with cream and jam Cakes and macaroons served with a pot of tea or soft drink. For further details of our Afternoon Tea please see our website.	Afternoon Tea: £27.45 pp With £100 deposit with the full amount payable 5 days prior to your booking Weekday Minimum spend: <b>£375</b> Weekend Minimum spend: <b>£425</b> <i>This will include exclusive use of our balcony</i> Extra time: £100 per half hour	Monday-Friday from 2:30pm-3:00pm Saturday and Sunday from 2:30pm-3:30pm Tables are available for 2 hours and 30 minutes with parties over 10 available for 3 hours <i>Extra time is available</i>







# BOOKINGS OVER *25 guests*

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If you reach more than 24 guests we offer exclusive use of our down stairs restaurant. Seating up to 50 guests the exclusive use of our ground floor offers an open and beautiful space for your special occasion.

Available from 3:30pm, indulge in Afternoon Tea with all your loved ones and enjoy our 6:30pm extended opening time.

Full payment for your event is due 5 days prior to the booking along with final numbers and allergy information.

Please note we require **48 hours notice** to change number of guests or dietary requirements.

Cost	Availability
Minimum Spend £695	Fridays, Saturdays and Sundays
Afternoon Tea per person £27.45	Start 3:30pm
Deposit £200	Finish 6:30pm

Need more time?

We offer extra time for £200 per half an hour which can be added on the day or prior to your booking.

# WHAT TO EXPECT

*for your Baby Shower*

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You may access your tables no earlier than 15 mins prior to the start time in order to decorate.

Within 15 Mins of arrival, we aim to take your drinks orders.

Within 30 mins we aim to serve your Afternoon Teas.

Around 15 mins before the finish time, our team will present any bills for extra food and drinks to the relevant guests.

Carriages no later than the agreed finish time.

## *Please Note:*

We will require the venue to be vacated and cleared of your decorations by the finish time so that our team can clean and reset the tables ready for the next day.

If you and your guests are still enjoying the event 15 minutes prior to the finishing time, our Manager will ask you if you would like some extra time.

We will be more than happy to grant this extra time which is chargeable at £100 per half hour or any part of.

Should any guests forget to pay their bill before leaving early we will require you/the Lead Guest to pay on their behalf.

Please encourage your guests to car share wherever possible as the car park does get very busy at the weekends and they may struggle to find a space if they all drive independently.



PALM HOUSE

# Evening Hire

Our restaurant can be privately hired Thursday, Friday and Saturday evenings from 6.30 pm - 11.30pm.

Your private hire includes our split level restaurant, fully stocked bar and our courtyard.

Our downstairs tables can be moved to make room for a dance floor!

Kick start your night with a welcome drink from £4.95 per person!

Capacity	Deposit	Minimum Spend	Hire Fee
120 standing 56 seated	£500 which then acts as a security deposit refunded all being well.	£1850 - £2200 on food and drink Depending on guest No's	£250 Payment for private hire and to secure your date

## Why not make it a party?

Here at the Palm House we love nothing more than getting the party started!

Available to use at no extra cost is our Monacor background zonal sound system. Simply plug in a device with an AUX cord and dance the night away to your playlist.

Alternatively we know some great DJs that will ensure your event is a hit with all your guests!

*Please find DJ contact details on the next page*







# PARTY *Extras*

## Disco Solutions

With 20 years experience as a DJ, Mark at disco solutions knows how to get a party started.

Disco Solutions music goes from the 60s, 70s, 80s, 90s, 00s, and beyond there is something for everyone!

You can also add on a Photo Booth with an operator including props and 2 instant prints per person. All the photos from the night are saved and then compiled into an album for the lead guest to have as a memento of the night.

**Mark Thomas**

**07341079529**

<https://www.discosolutions.uk/home>

## SNJ Entertainment

Similarly SNJ Entertainment have 20 years of DJ experience, with music to suit every mood and decade! Set up includes a range of sound active lights, uplighters, white or black starlite DJ booth, professional PA system.

Available through SNJ Entertainment is a photo wall where guests can upload photos and messages etc onto the screen, then all images can be saved to give to the lead guest at the end of the evening. Also available is 4ft light up LED numbers & Selfie Wizard photo frame with props available for hire.

**info@snjentertainment.co.uk**

**07929 004694**

<http://www.snjentertainment.co.uk/>

	Disco Solutions	SNJ Entertainment
DJ Hire	£325 for 3 hours	£300-£325
Photo Booth	£345	£125
Light up letters	Mr and Mrs £ 2 Letters £100	£75



# EVENT *Dining*

## Grazing Table

Our grazing tables offer a relaxed dining experience that can be tailored to every need.

An indulgent take on charcuterie boards our grazing tables include cheeses, deli meats, fruit, dips, crackers, breads and so much more all freshly made and topped up for your event.

## Canapés

To kick start your event we offer a range of canapés to be brought to your guest.

Our selection includes:

- Goats cheese and caramelised onion crostini
- Tomato and Pesto crostini
- Falafel bites with houmous dip
- Prosciutto with cherry tomato and mozzarella bites
- Panko breaded prawns
- Coronation chicken bites

## Seated Dining

For a more formal event we offer a 2 course or a 3 course dining menu that can be tailored for you and your guests.

Sit back and relax while our team creates a memorable dining experience for you and your guests. Why not try our classic Roast Beef and Roast Potatoes!

## Hot Buffet

For a more relaxed feel our package includes 3 mains and 3 sides, we offer a range of hot buffet options.

Including; Homemade Vegetarian or Beef Lasagna, Prawn or Chicken Thai Red Curry and

customisable Burgers. Sides include: rice, skin on fries and salad bar.

More options are available on request

### Grazing Table

£16.95 per person

20-120 guest capacity

From 6:30 pm

### Canapes

from £6.95 per person  
for 3 per guest

120 guest maximum  
capacity

Trays from 7 pm

### Seated dining

3 Course: £45 per  
person

56 guest maximum  
capacity

First Course from 7 pm

### Hot Buffet

£35 per person

30-120 guest capacity

Served 7:00pm-10pm





# Seated Dining Menu

If you would like to book for a private dining event please inform us at the point of booking/enquiry, as we have limited availability,

  
**PALM HOUSE**  
*Please select 3 choices from Starters and Desserts*  
**£35 per person**

**Starters**

- Chicken Satay with a peanut sauce served on a bed of Asian coleslaw  
• Melon and prosciutto
- Beef carpaccio served on a bed of rocket
- Paprika Houmous with pitta chips with roasted balsamic tomatoes
- Homemade Palm House Fishcake served with hollandaise sauce topped with a poached egg
- Stuffed field mushrooms with blue cheese, rocket and balsamic dressing
- White wine and chilli garlic prawns with toasted ciabatta slice and rocket

**Roast Mains**

Grass Fed Roast Beef  
or  
Free Range Roast Chicken  
or  
Beetroot and Butternut Squash Wellington

All served with; crispy roast potatoes, honey glazed carrots and parsnips, cauliflower cheese, Yorkshire pudding and gravy

**Desserts**

- Homemade white Chocolate Pannacotta
- Homemade Tiramisu
- Sticky Toffee Pudding served with custard
- Cheesecake of the evening

  
**PALM HOUSE**  
*Please select 3 choices from Starters, Mains and Desserts*  
**£45 per person**

**Starters**

- Chicken Satay with a peanut sauce served on a bed of Asian coleslaw  
• Melon and prosciutto
- Beef carpaccio served on a bed of rocket
- Paprika Houmous with pitta chips with roasted balsamic tomatoes
- Homemade Palm House Fishcake served with hollandaise sauce topped with a poached egg
- Stuffed field mushrooms with blue cheese, rocket and balsamic dressing
- White wine and chilli garlic prawns with toasted ciabatta and rocket

**Mains**

- Pan-fried Salmon and crushed new potatoes with Béarnaise sauce and roasted green beans
- Seared Scallops with creamy saffron risotto and asparagus topped with rocket
- Beef wellington with creamy mash and honey roasted carrots served with rosemary jus
- Grilled minute steak with peppercorn sauce served with fries, grilled mushroom and grilled tomato
- Chicken tagine in tomato and onion sauce with Moroccan spices served with quinoa and grilled apricots topped with a rocket salad
- Butternut squash and spinach risotto
- Pumpkin ravioli in a creamy butter sauce with toasted walnuts served with homemade garlic bread

**Desserts**

- Homemade white Chocolate Pannacotta
- Homemade Tiramisu
- Sticky Toffee Pudding served with custard
- Cheesecake of the evening

Are menus can customised upon request and can be catered for allergens  
Subject to change based on availability.



# TIME LINE OF YOUR *Event*

Your event is all about *You*. With any of our packages we are happy to work to create a bespoke event that suits all of your needs.

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Step  
1

## **Enquire with us**

Simply email us at [hello@palm-house.co.uk](mailto:hello@palm-house.co.uk) and tell us about your event and the date.

Step  
2

## **Come and see us**

We will arrange a meeting with you for you too see the venue and discuss more details about your event.

Step  
3

## **Pay your Hire Fee and Security deposit**

To reserve your date pay the £250 hire fee and £500 deposit invoiced and sent via email.

Step  
4

## **Finalise details and pay the invoice**

3 weeks before your event we will need final decisions on food and drink. Once this is confirmed the final invoice will be sent to you and needs to be paid 14 days prior to your event

Step  
5

## **It's time for your event!**

Arrive from 6:30 pm and start your evening the right way with one of our welcome drinks and relax!

Your £500 deposit is now acting as a security deposit

Step  
6

## **Hang up your dancing shoes**

Get your last drink in from 10:45 pm with the our bar license ending at 11 pm. Music off and lights on from 11:30 pm and order your carriages for 11:45 pm

Step  
7

## **Get you deposit back**

After we have checked the venue and everything is okay we will send you back your security deposit. If you didn't reach the minimum spend amount, anything left to pay will be taken from the deposit.

# TERMS AND *Conditions*

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If you wish to book our venue, please call us to make an appointment to meet our Operations Manager. In order to secure the date for your special occasion, we require a £500 non-refundable deposit and £250 hire fee, the £500 will then become the refundable security deposit and be returned within 7 days after the event, all being well.

Chef will require your menu choices and any specific dietary requirements at least 14 days prior to the event, the balance will also be due then.

Grazing tables will be prepared and laid out in time for your stated start time of the event. We are not able to prepare grazing tables during an event with guests present.

The hire fee includes the use of both floors and the sunken courtyard.

You are of course welcome to provide your own decoration, but we do not permit table sprinkles or confetti. Any decoration fixings must not damage our decor and be removed immediately after the event finishes.

If you wish to bring your own cake to consume at the event, please note we charge £3pp and require the receipt or hygiene certificate for it. Please let us know at the time of booking if you are bringing a cake so that we can provide space or a table for it.

There will be an additional minimum cleaning fee of £50 should any guest become unwell in the toilets or anywhere else on site, this will be given to the team members who undertake this unpleasant task.

We operate a Zero tolerance of under age drinking and use of non-prescription drugs, if any guests are found partaking such activities, the event will be closed down with immediate effect and no refund given.

All guests need to arrange their carriages no later than 11.45pm so that the venue is vacated to allow the team to clean and reset the restaurant in a timely manner. The late departure fee is £150 per hour.

The Hirer must be at least 25yrs old. □Maximum number of guests 120 standing or 48 (+22) for a sit-down meal.

## Cancellation Policy

100% refund for food and drink with more than 14 day's notice 50% refund for food and drink with less than 14 day's notice 0% refund less than 7 day's notice

The £500 deposit for securing the date is non-refundable.

Please note that this policy also applies to any Covid related cancellations too.

*Thank you!*

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