

A memorable event in unique surroundings

Anniversary Celebrations, Charity Balls, Graduation Dinners, Corporate Functions
Breakfast Networking, Birthday Parties, Christmas Parties, Drinks Receptions,
Award Ceremonies, Bat/Barmitzvahs, Conferences



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Information Pack 2011

SEFTON PARK palm house



Thank you for considering Sefton Park Palm House for your function. We welcome the opportunity to assist you in making your event a memorable and unique experience.

Please note that in all literature Sefton Park Palm House Preservation Trust will be referred to as SPPHPT, while the actual building will be referred to as Sefton Park Palm House.



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Functions and Celebrations at Sefton Park Palm House

As one of the country's largest Victorian greenhouses, Sefton Park Palm House is a premier venue for functions and celebrations of all kinds, from private ceremonies and parties (including weddings and civil partnerships) to corporate receptions and dinners to conferences and charity balls. It has frequently been featured in TV programmes and received editorial coverage in quality magazines as a magical location for personal celebrations.

Our professional staff will offer you a friendly welcome and experienced advice on planning your special event. The prospect of organising such a big event at a new venue can seem daunting, but our Events team can help take the stress out of this by providing a structured framework for you to work through.

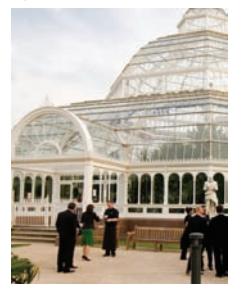
We have handled a wide variety of different events and can talk you through a range of options to help you make the right choices.

Sefton Park Palm House is a living museum housing the renowned Liverpool Plant Collection. We ensure that private rentals do not result in any damage and that all clients and suppliers involved protect Sefton Park Palm House and its contents by operating through approved caterers.

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Your hire supports the Trust's work

In 2010 we presented over 50 (mostly free) events for the visiting public and welcomed over 127,000 visitors. Thank you.

Facilities and Capacities

Sefton Park Palm House is a flexible venue accommodating a variety of uses and includes a site-designed heating system to boost temperatures when necessary.

Sefton Park Palm House is fully licensed for up to 400 people, standing and can accommodate up to 220 people seated, theatre style, and up to 200 people seated, dinner style. In order to meet licensing requirements, additional security will be brought in to cover events with over 200 people. Our hire prices reflect this.

Availability

Sefton Park Palm House is solemnized and suitable for Wedding and Civil Partnership Ceremonies as well as Receptions, Private Parties, Corporate Dinners, Award Ceremonies and Charity Balls.

It is available for hire at the following times:

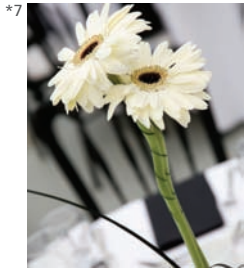
Monday / Wednesday / Friday / Saturday / Sunday
between 5.00 pm – 12.00 midnight

Tuesday / Thursday between 10.30 am – 12.00 midnight

Fridays between 3.00pm – 12.00 midnight

Saturdays are available for 7 hour hires only.

Late Licence till 1am available at additional cost on request.



Event Management and Catering

Our Events Team is led by Laura McCarten, Events Co-ordinator and supported by two Deputy Events Co-ordinators. They have extensive experience of how to make Sefton Park Palm House a venue that will create a lasting impression.

From the preliminary meeting through to your event, our team will be available to advise and help you plan. We also offer a personal service specifically for wedding ceremonies to ensure all runs smoothly.

We offer a list of specially selected approved caterers, who will co-ordinate and event manage all functions and are familiar with working at Sefton Park Palm House.

SPPHPT staff will be responsible for all bookings and overall management of functions. For each and every private party rental the client must select one of the approved caterers from the list provided. The selection is solely at the discretion of the client/hirer.

Each company is experienced in providing an individual menu to suit your requirements, whether it is a light buffet, canapes or evening dinner and reception for your special guests.

A breakdown of the areas of responsibility involved in organising a function is enclosed at the rear of the pack.

Sefton Park Palm House Hire Prices

Remember: Your hire will help the Trust ensure that Sefton Park Palm House can be enjoyed by many more for years to come.

Our hire price includes:

- Exclusive use of Sefton Park Palm House
- Dedicated Events Co-ordinator
- Licensed Event Management Security
- Red carpet to process in style (ceremonies)
- Stage lighting
- The use of 200 foldaway grey plastic chairs. (Upholstered chairs can be hired at additional cost and can be arranged through the caterer)
- 17 x 150 cm (5') diameter tables and 24 x 180cm long (6') trestle tables.



Special rates for Sefton Park Palm House hires with our hotel partner Malmaison Liverpool



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April 2010 – March 2011

Receptions, Parties, Dinners, Conferences

	No. attending	Hire Fee
Up to 3 Hours	1 – 200	£1082.00 +VAT = £1298.40
	201 – 300	£1165.00 +VAT = £1398.00
	301 – 400	£1250.00 +VAT = £1500.00
Up to 7 Hours	1 – 200	£2005.00 +VAT = £2406.00
	201 – 300	£2153.00 +VAT = £2583.60
	301 – 400	£2300.00 +VAT = £2760.00

Bank Holiday weekends (Saturday/Sunday/Monday) are available at an extra charge of £550 + VAT (£110) = Total £660 on top of hire fees

New Year's Eve prices on application

Please note: Prices may be subject to change and will be confirmed at time of confirmation of booking. (Please ask for separate price quotations for Corporate receptions, dinners and conferences, as well as both private and corporate parties and Community/Arts Events.)

Location Fee for Marquee £550 + VAT (£110) = Total £660

April 2011 – March 2012

Receptions, Parties, Dinners, Conferences

	No. attending	Mon – Fri & Sundays	Saturdays
Up to 3 Hours	1 – 200	£1135.00 + VAT = £1362.00	
	201 – 300	£1225.00 + VAT = £1470.00	
	301 – 400	£1315.00 + VAT = £1578.00	
Up to 7 Hours	1 – 200	£2105.00 + VAT = £2526.00	£2205.00 + VAT = £2646.00
	201 – 300	£2260.00 + VAT = £2712.00	£2365.00 + VAT = £2838.00
	301 – 400	£2415.00 + VAT = £2898.00	£2530.00 + VAT = £3036.00

Please enquire for our off-peak rates – subject to availability

Bank Holiday weekends (Saturday/Sunday/Monday) are available at an extra charge of £575 + VAT (£115) = Total £690 on top of hire fees.

New Year's Eve prices on application.

Please note: Prices may be subject to change and will be confirmed at time of confirmation of booking. (Please ask for separate price quotations for Corporate receptions, dinners and conferences, as well as both private and corporate parties and Community/Arts Events.)

Location Fee for Marquee £575 + VAT (£115) = Total £690

April 2012 – March 2013

Receptions, Parties, Dinners, Conferences

	No. attending	Mon – Fri & Sundays	Saturdays
Up to 3 Hours	1 – 200	£1170.00 + VAT = £1404.00	
	201 – 300	£1260.00 + VAT = £1512.00	
	301 – 400	£1355.00 + VAT = £1626.00	
Up to 7 Hours	1 – 200	£2170.00 + VAT = £2604.00	£2270.00 + VAT = £2724.00
	201 – 300	£2325.00 + VAT = £2790.00	£2435.00 + VAT = £2922.00
	301 – 400	£2490.00 + VAT = £2988.00	£2605.00 + VAT = £3126.00

Please enquire for our off-peak rates – subject to availability

Bank Holiday weekends (Saturday/Sunday/Monday) are available at an extra charge of £585 + VAT (£117) = Total £702 on top of hire fees.

New Year's Eve prices on application.

Please note: Prices may be subject to change and will be confirmed at time of confirmation of booking. (Please ask for separate price quotations for Corporate receptions, dinners and conferences, as well as both private and corporate parties and Community/Arts Events.)

Location Fee for Marquee £585 + VAT (£117) = Total £702

Useful Information

- Sefton Park Palm House has ramp access to the front entrance and full access for disabled people in all public areas including toilets.
- There is a wheelchair accessible lift with Braille controls, to the lower ground where all toilets are located.
- SPPHPT operates a no smoking policy in line with legislation.
- Guide dogs and Service dogs are welcome and will be provided with a bowl of water.
- Sefton Park Palm House has parking facilities for 50 cars during events on the main access road and can arrange for a car park attendant.
- Please note that Council by-laws do not permit driving or parking on the driveway within the park outside of events. If you need to visit prior to your event, please use the car park by the Iron Bridge. The Council regularly visit the park to enforce this.
- Confetti (of any kind), balloons and fireworks (including sparklers) are strictly not permitted. Packs of blowing bubbles for outside use only make a good alternative.
- There is provision outside for the erection of a marquee by arrangement only.
- All catering attendants and security personnel and SPPHPT staff members will be identifiable either by uniform or other distinctive dress or by identification badge.
- Loop induction facilities are available on request.
- SPPHPT permits the arrival of clients/guests in a horse drawn carriage, however any mess is the responsibility of the hirer.
- All clients/guests/visitors are requested to leave the premises in a quiet and orderly fashion due to their proximity to a residential area.
- Should you or your guests require collection, may we suggest that you make advance arrangements to save you time at the end of your event.

(An additional charge may be incurred for any extra services)



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Areas of Responsibility

Item	Responsible
Agree Entrance Time	SPPHPT/Client
Contact Approved Caterer	Client
Delivery Times	Approved Caterer and Client/Hirer
Contact Registrar	Client
Booking of Ceremonies Only	SPPHPT/Client/Hirer
Layout for Ceremony	SPPHPT
Staffing/Service	Approved Caterer
Additional Furniture Rental	Approved Caterer/Client
Tent/Marquees	Approved Caterer, SPPHPT having final approval
Musician/Entertainment Hiring	Approved Caterer/Client with SPPHPT having final approval
Photography	Client
Set Up/ Tidy Up	Approved Caterer with SPPHPT overseeing.
Table Placement Plan	Client, Approved Caterer with SPPHPT having final approval
Place Card Distribution	Client/Approved Caterer
Signage	SPPHPT
Parking Officer/attendant	SPPHPT
Greeting Guests	Client/Hirer
Additional lighting	Approved Caterer/Client with SPPHPT having final approval

Frequently Asked Questions

Is confetti allowed?

We DO NOT allow ANY type of confetti within or outside the venue including rice and petals. The use of bubbles is permitted outside. You will need to advise your guests of this and you will be held responsible if any confetti is thrown.

Can we have candles, if so what are the restrictions?

You may have candles as long as they are encased in glass tea light holders or storm lanterns. There are restrictions on where you can place your candles. We don't allow candles to be placed on the floor.

Do we have an extra room for bags /changing /band etc?

No unfortunately we don't have changing facilities. You may want to liaise with your chosen caterer, as we have a meeting area that is sometimes available depending on whether or not your caterer will be using this area. This room is not locked and items are left there at owner's risk.

Can we use our own florist or photographer?

Yes, but Sefton Park Palm House has a list of suppliers who are experienced at working in the venue, whom you may want to contact.

Can our photographer have access to the gantry area to take photographs?

Only those photographers on our list may have access to the gantry area, as they have been through the necessary checks.

Who will be there from Sefton Park Palm House on the day and what will they do?

You will have a member of our Events Team present on the day to oversee your event. They will co-ordinate access for caterers and suppliers and they will brief security staff and ensure your day runs as smoothly as possible.

It's summer and we are having drinks in the grounds outside – can our musicians play outside?

Yes, your musicians may play outside during a drinks reception, but a member of our Events Team will monitor the sound level, as we have to consider surrounding residents.

The Trust led a campaign of local people in the 1990's and worked with Liverpool City Council to get the building restored to its former glory. We, therefore, try to make sure that we are clear to the general public when they are able to visit as well as ensuring that there is adequate time available for clients to be able to hold the event of their dreams.

We understand that sometimes this means you may have to modify your original plans but hope that the positive contribution that your hire makes to the Trust's work balances this out.

If there are any other questions you would like answering, please don't hesitate to get in touch and we will do our best to help.

Are we able to use a friend(s) as the DJ/Band?

Yes, however all the equipment MUST be PAT tested and the musician playing must be covered by Public Liability Insurance. A copy of this will need to be provided 14 days before your event.

What time can I and or my guests arrive for our Reception?

You are allowed to arrive at the start time of your venue hire, which is stated in your contract. The reason for this is that caterers have a short time to set up and make final arrangements for your event.

Is there somewhere I or my guests can leave valuables or gifts?

Unfortunately there isn't a secure place for valuables or gifts to be left. We suggest that you nominate a responsible person to take any presents away at the end of the evening. There will be a coat rail provided for your guests to hang coats or bags, but they are left at their owner's risk.

Can we use our own caterers?

No, your caterer must be chosen from our list of approved caterers who are experienced at working in Sefton Park Palm House. We suggest you contact them for menu prices.

Can we hire Sefton Park Palm House earlier in the day?

Sefton Park Palm House is available for hire during the day on Tuesdays and Thursdays and from 3pm on Fridays. It is available from 5pm on all other days. Hiring Sefton Park Palm House is a great way to support the work of the Trust in ensuring this unique and beautiful listed building is kept in a well-maintained condition and does not fall into the state of dereliction it suffered in the 1980's and that it is available for all to visit and enjoy.

Approved Caterers

Your caterer must be chosen from this list. No other caterers are licensed to work at Sefton Park Palm House.

Carringtons Catering

Telephone: 01695 632227

All Hallows Kitchen
Roby Mill
Upholland
Skelmersdale
Lancashire WN8 0QF
Email: info@carringtons-catering.co.uk
www.carringtons-catering.co.uk

Approved Kosher Caterer

Telephone: 0161 705 1223

Celia Clyne Banqueting Ltd
2a Warth Industrial Park
Warth Road
Bury BL9 9NB
Email: info@celiaclyne.com
www.celiaclyne.com

Chapman Holmes

Telephone: 0161 789 3262

Chapman Holmes Catering and Special Events
The Gourmand
Peel Green Estates
Green Street
Manchester M30 7HF
Email: events@chapmanholmes.co.uk
www.chapmanholmes.co.uk

Heathcotes Outside

Telephone: 01772 651115

Preston North End Football Club
Lowthorpe Road
Deepdale
Preston PR1 6RU
Email: outside@heathcotes.co.uk
www.heathcotes.co.uk/outside

Pickled Walnut Bespoke Catering Co.

Telephone: 0151 638 0011

Walnut House
3 Millbrook Road
Wallasey
Merseyside CH41 1FL
Email: bookings@pickledwalnutcatering.co.uk
www.pickledwalnutcatering.co.uk

Photography credits

1,2,3,4,5,6,7,8,9,10,11,12,13 [Raw Photography](#) 14 [Alex Wolkowicz](#) 15 [Sefton Park Palm House Preservation Trust](#) 16 [Bella Photo](#)

Directory of Suppliers

The following is a list of suppliers who are experienced at working at Sefton Park Palm House, we suggest you contact them to discuss your individual requirements.

Photographers

Bella Photo

Mobile: 07799 437 109
The Old School
2 Pepper Street
Hale Village
Liverpool L24 4BB
Email: info@bellaphoto.co.uk
www.bellaphoto.co.uk

Raw Photography

Helen & Kenny Lanceley
Telephone: 0151 709 3200
Mobile: 07961 591 099
Apartment 19
The Symphony
2 Stowell Street
Liverpool L7 7DL
Email: info@raw-photography.co.uk
www.raw-photography.co.uk

Ikonography

Barry Cheung
Mobile: 07734 883 341
40 Kenmare Road
Wavertree
Liverpool L15 3HG
Email: info@ikonography.net
www.ikonography.net

Equipment & Furniture Hire

Childwall Table and Chair Hire Ltd

Peter or John Swensson
Telephone: 0151 708 0294
48 Jamaica Street
Liverpool L1 0AF
Email: childwall_table@yahoo.com
www.table-chair-hire.co.uk

Sound & Lighting

Adlib Solutions

Telephone: 0151 486 2214
Adlib House
Fleming Road
Speke
Liverpool L24 9LS
Email: hire@adlibsolutions.co.uk
www.adlibsolutions.co.uk

Lightech Sound & Light Ltd

Deborah Sellars
or Jonathan Heywood
Tel: 01260 223666
Bramhall Hill Farm
North Rode
Congleton
Cheshire CW12 2PJ
Email: info@lightech.co.uk
www.lightech.co.uk

How to find us

SEFTON PARK palm house



Sefton Park Palm House
Sefton Park, Liverpool L17 1AP

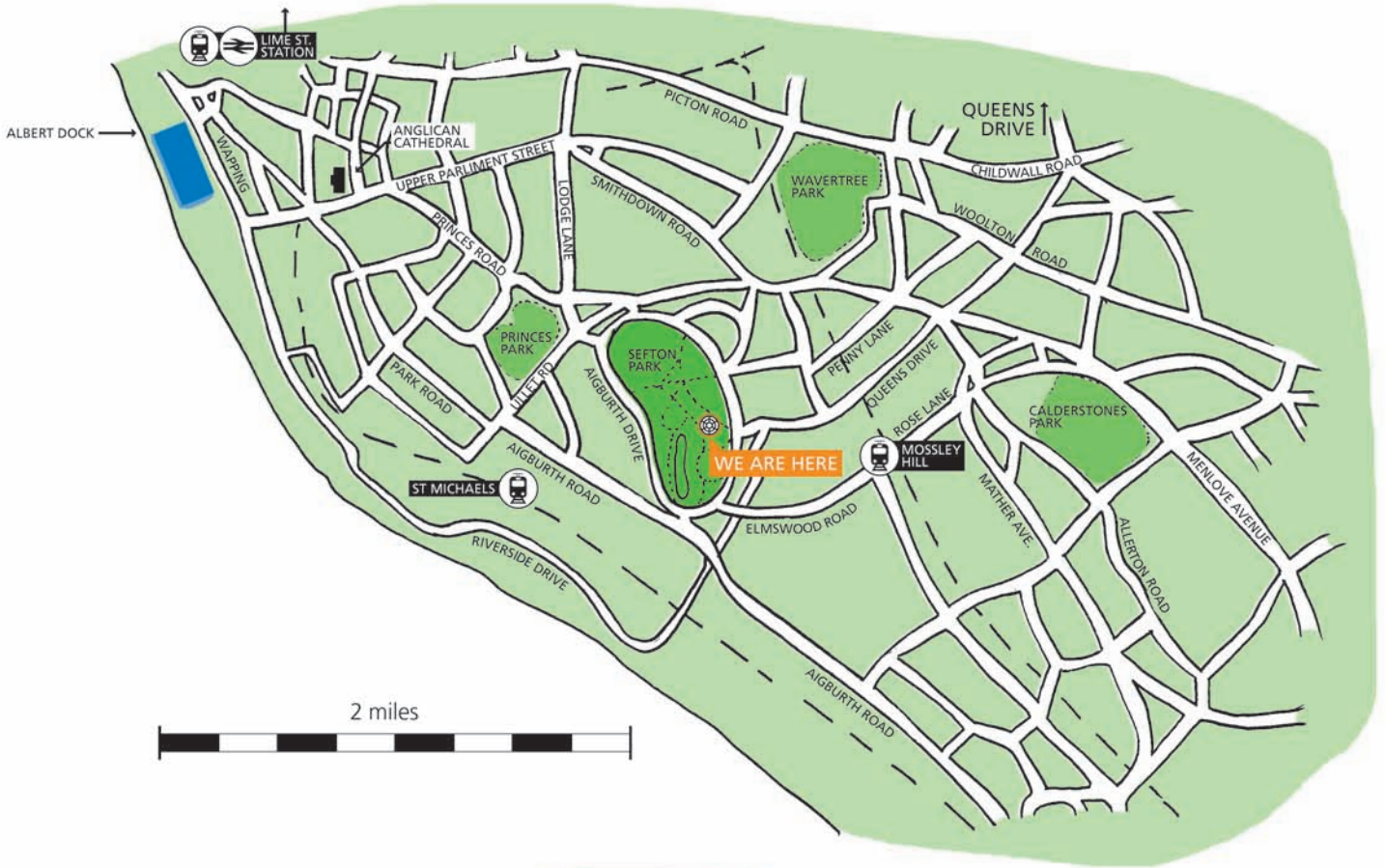
Information Line 0151 726 2415
Email info@palmhouse.org.uk
www.palmhouse.org.uk

Cycle Paths:
Route 56 takes you through Sefton Park

Local Buses:
74, 75, 80, 80A to Sefton Park Road
107, 207 Livingston Drive South
82, 82A/B/C to Lark Lane

For local transport information call
Traveline on 0870 608 2608 or visit
www.merseytravel.gov.uk

Travel Information  **traveline** public transport info **0870 608 2 608**
National Call Rate
OPEN 8AM TILL 8PM 7 DAYS A WEEK
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EMAIL : PETER.SWENSSON@YAHOO.CO.UK

Sefton Park Palm House Preservation Trust

Sefton Park, Liverpool L17 1AP

Information 0151 726 2415

Admin 0151 726 9304

Email info@palmhouse.org.uk

www.palmhouse.org.uk

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Company Limited by Guarantee No: 3272897



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