

"Bury St Edmunds Best Kept Secret!"



the grange

country house hotel, spa and restaurant

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Conferences at The Grange Hotel





THE GRANGE HOTEL

Part of *The Heritage Group*

Country House Hotel, Restaurant & Spa

Barton Road, Thurston, Bury St. Edmunds, Suffolk, IP31 3PQ.

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Conferences

Situated in the heart of Suffolk, The Grange Hotel is an attractive Tudor style country house hotel. The hotel is set in its own stunning grounds amidst open countryside.

The lounge bar opens onto the Terrace and Gardens and serves a range of fine wines and beer.

The Grange has five chefs preparing fresh food for the Garden Room and more formal Adam Room. Both restaurants offer superb a la carte lunches and dinners, complimented by an award winning wine list.

The Grange has three uniquely sized rooms, suitable for all sizes of Conferences.

For booking please call our reception team on 01359 231260, alternatively come in to see us, at anytime, where a member of the management team, will be happy to help with any questions and a guided tour.

Many Thanks
Management Team



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Conference Rates & Room Capacities

<p><u>24HR RESIDENTIAL DELEGATE RATE</u> £125 inclusive of VAT (Minimum numbers apply)</p> <ul style="list-style-type: none"> • Single En-suite Bedroom for one night • Full English breakfast • Three course dinner with coffee • Meeting room hire • 3 servings of Tea/Coffee & biscuits • Cordial & Iced water • 9 Items from Buffet Lunch Option 2 • Free Equipment Hire (excludes LCD Projector Hire) • Free Parking 	<p><u>DAY DELEGATE RATE</u> £30 inclusive of VAT (Minimum numbers apply)</p> <ul style="list-style-type: none"> • Meeting room hire • Coffee & Danish on arrival • Morning coffee & biscuits • Cordial & Iced water • 9 Items from Buffet Lunch Option 2 • Afternoon tea & biscuits • Free Equipment Hire (excludes LCD Projector Hire) • Free Parking
<p><i>Minimum numbers (applies to delegate rate only): 25 Banquet Room, 15 Adams Room, 10 Coffee Room</i></p>	
<p><u>SINGLE DINNER BED & BREAKFAST RATE</u> £100 inclusive of VAT</p> <ul style="list-style-type: none"> • Single En-suite Bedroom for one night • Full English breakfast • Three course dinner 	<p><u>DOUBLE OR TWIN DINNER BED & BREAKFAST RATE</u> £140 inclusive of VAT</p> <ul style="list-style-type: none"> • Double or Twin En-suite Bedroom for one night • Full English breakfast for 2 • Three course dinner for 2

Maximum Room Capacities

	Theatre Style	Classroom	Boardroom	U-shape	Cabaret
Banquet Room (17m x 8m)	135	40	25	26	60
Adams Room (8m x 5.5m)	35	16	18	16	25
Coffee Room (5.8m x 4.68m)	25	12	16	12	N/A



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If the Adams Room or the Coffee Room are being used to their maximum number, tea and coffee and any buffet will be served in a different room.

Conference Facilities

<u>Room Hire</u>	Half Day	Full Day
Banquet Room (17m x 8m)	£125.00	£200.00
Adam Room (8m x 5.5m)	£95.00	£125.00
Coffee Room (5.8m x 4.68m)	£75.00	£100.00
for a Friday or Saturday night where no food is supplied is £500		

<u>Equipment Hire</u>	£10 per piece of equipment / £58.75 per day (LCD projector hire)		
	Video	Television	Screens
Flipcharts	DVD Player	LCD Projector (£58.75)	

<u>Other Services</u>	
Photocopies	£0.15 per sheet
Fax outgoing (UK)	£1.35 per sheet
Fax outgoing (abroad)	£2.60 per sheet
Fax incoming	£1.35 per sheet
Secretarial services – price on application	

<u>Refreshments / Extras</u>	
Tea or Coffee per serving (including biscuits)	£1.95
Jug of Orange Juice (serves approx 10 delegates)	£5.50
Still or Sparkling Mineral Water (per 750ml bottle)	£3.10
Extra Biscuits (per delegate)	£0.50
Bacon or Sausage Roll (per delegate)	£3.45
A selection of croissants and Danish Pastries (per delegate)	£1.75
A full English breakfast, including tea or coffee (per delegate)	£11.95
Fruit Platter	£1.00 per person



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Conference Buffet Menus

(for a minimum of 10 delegates)

Our menus are for guidance only. Whilst you may order from our menus, you may prefer to sit down with our Executive Chef who will create something tailored to your day.

Option 1 £6.50

Smoked Salmon & Cucumber Finger Sandwiches
A selection of Cakes
Scones with Clotted Cream & Jam
Tea

Option 2

Choose from any of the items from the list below

5 items and under £1.70, per item per person

6 - 10 items, £1.50 per item per person

11 items or more, £1.40 per item per person

Sandwich Items

Assorted Sandwiches (Mixture of Meat / Fish / Vegetarian)
Assorted Bagels (Mixture of Meat / Fish / Vegetarian)
Assorted Wraps (Mixture of Meat / Fish / Vegetarian)
Assorted Baguettes (Mixture of Meat / Fish / Vegetarian)

The above items can be combined to make one item, i.e. an assortment of Sandwiches, Bagels, Wraps & Baguettes

Puff Pastry Tart Slices with a choice of Meat or Vegetarian toppings
Garlic Focaccia

More Healthy Items

Papedelle Pasta with Fire Roasted Vegetables & Homemade Pesto
Baked Penne Pasta with Mozzarella & Mushrooms
Hot Vegetable / Fragrant / Spiced Rice (specify which)
Stuffed Vine Leaves (with a choice of rice or minced lamb filling)
Aubergines in a Tomato Garlic Sauce topped with Parmesan

Salad Items

Tomato, Mozzarella & Basil
Feta, Mint Green Beans & Baby Spinach
Mixed Leaf Salad
Coleslaw
Roasted vegetable Cous Cous
Three Bean & Rocket Salad



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Snacky Items

Sesame Prawn Toast
Sausage Rolls
Oriental Sticky Chicken Thighs
Mini Beef burgers
Vegetable Quiche
Vegetable Mini Spring Rolls
Mini Toad in the Hole
Salmon & Prawn Brochettes
Onion Pakoras
Vegetable Pakoras
Vegetable Samosas
Lamb Samosas

Potato Items

Spiced Potato Wedges
Rosti Potato and Feta Pockets
Mini Jacket Potatoes with accompaniments

Dessert Items

Bite Sized Triple Chocolate Brownie Pieces
Bite Sized Glazed Fruit Tartlets
Poached Fruit Salad
Cheeseboard

Option 3 Hot Or Cold Buffet £19.50

(Minimum of 20 persons)

Cold Buffet - choose any 3 starters, any 3 cold cut meats and any 3 fish. Hot Buffet
Choose any 3 starters, any 1 hot dish. Both buffets are served with a fruit bowl, &
assorted sweets from our resident pastry chefs.

Starters

Ham & Pea Soup
Leek & Potato Soup
Tomato, Mozzarella & Basil Salad
Marinated Potato Salad
Cucumber with Mint Greek Yoghurt
Mixed Wild Leaves
Rice Salad with Sweet Roast Peppers
Pearl Barley Salad with Fresh Herbs

Cold Cut Meat

Lincolnshire Ham
Roast Mature Angus Beef
Homemade Terrine or Pie
Ginger & Honey Glazed Turkey Breast
Continental Meat



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Fish

Oak Smoked Scottish Salmon
Norwegian Prawns
Medley of Sea Fruit
Cold Poached Catch of the day
Peppered Mackerel

Hot Dishes

Punjabi Lamb Curry with Coconut Rice
Navarin of Lamb with Dauphinoise Potatoes
Beef Braised
Free Range Chicken & Mushroom Pie with New Potatoes
Thai Green Curry of Beef or Chicken
Slow Roasted Belly Pork with Colcannon Crackling
Beef in Guinness & Herbs & Horseradish Dumplings
Moroccan Lamb Tajine
Newmarket Sausages with Mash and Onion Gravy
The Grange Fish Pie, Smoked Haddock, Organic Salmon & Crayfish with Peas
Honey Roast Ham with Parsley Sauce

Vegetarian Dishes

Wild Mushroom & Mascarpone Tartlet
Individual Tomato & Basil Quiche
Field Mushroom with Spinach, Parmesan & Sunblushed Tomatoes
Spicy Leek & Goats Cheese Quiche
Courgette & Blue Cheese Risotto
Baked Penne Pasta with Olive & Pesto
Pillows of Gnocchi with Sage Butter & Parmesan



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Option 4 Forked Buffet £21.95

(Minimum 20 people)

Sliced Turkey Breast

Roast Beef

Pieces of Poached Salmon fillet

Sliced duck pate

Baby roast potatoes

Mixed leaf salad

Tomato & onion salad

Pasta & mixed pepper salad

French Bread

&

Homemade fruit cheesecake

Option 5 Carved Buffet £29.55

Choice of Soup

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Poached Fillet of Salmon, Roast Rib of Beef,

Roast Loin of Pork, Turkey, Ham,

Selection of Salad & Hot Parsley Potatoes

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Choice of Dessert

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Coffee and mints

Note: Buffets are not served to your guests except for the Carved Buffet. Serving Buffets to your guests can be arranged at an extra cost of £1.50 per head

All prices include VAT (standard rate)

If you would like to vary some of the items in the menus

Please speak to a member of management.



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Conference Confirmation

Please complete the following to confirm your booking and return to us with a letter of confirmation, information that is not included on this form may cause difficulties on the day.

| | | | |
|--|----------------------------|---------------------------|---------------|
| Company name: | | | |
| Date of Conference | | | |
| Address: | | | |
| Telephone number: | | | |
| Contact name: | | | |
| Number of delegates | | | |
| NB. (To be confirmed 14 days before the event, these then will be the minimum numbers you will be charged for) | | | |
| How will the account be settled | | | |
| Conference Room Required | | | |
| Access time to room: | | Arrival time of delegates | |
| Finish time of conference: | | Vacate room: | |
| Seating arrangements: | Theatre () | Boardroom () | Classroom () |
| | Cabaret () | U Shape () | Other: |
| Refreshments | Number of Delegates | Time Required | |
| Arrival tea and coffee | | | |
| Mid morning tea and coffee | | | |
| Lunch | | | |
| Lunch Tea and Coffee | | | |
| Afternoon Tea and Coffee | | | |
| Orange Juice | | | |
| Biscuits | | | |
| Evening Meal | | | |

| | | | | |
|----------------------------------|----------------|--------------|---|-------------|
| <u>Equipment Required</u> | | Video () | Television () | Screens () |
| | Flipcharts () | DVD Player() | LCD () note
£58.75 hire charge
per day | Other: |

Additional Requirements _____

Do you require a written quote Y/N

| |
|---|
| For office use only |
| Hire fee: _____ Equipment charge: _____ Buffet price: _____ |
| Extras: _____ Quote sent: - Y/N |



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BOOKING TERMS AND CONDITIONS OF BUSINESS CONFERENCE/GROUP BOOKINGS

Provisional Bookings

We are delighted to hold a provisional booking for you for a maximum of 10 working days, unless otherwise agreed by the Hotel.

During this time, should a further enquiry be received, we reserve the right to ask for immediate confirmation.

Confirmation

All bookings are considered provisional until the client has signed an Agreement or confirmation has been received on headed notepaper agreeing to the Terms and Conditions. Once the Agreement is signed, both parties will agree to the Terms and Conditions of the Agreement. If the Agreement or written confirmation is not returned to the Hotel within 10 working days then the Hotel reserves the right to release the provisional reservations.

Credit facilities

It is the policy of the Hotel for all accounts to be settled on departure. Accounts cannot be forwarded without prior arrangement.

Final Payments

Clients not having credit facilities with the Hotel must settle all outstanding charges in full prior to departure. If credit has been granted, full payment of any outstanding balance must be made within 28 days – any queries will not affect the immediate payment of the remainder of the Account. After this date, we reserve the right to charge interest on the outstanding balance, at the rate of 6% above Bank of England base rate.

Amendments, Cancellations and Reductions in numbers

- I. In the unfortunate circumstance that you have to cancel your confirmed booking at any time prior to the event, the Hotel will make every effort to resell the facilities on your behalf. Any cancellations or partial cancellation must be confirmed in writing and the facilities you have reserved cannot be released for resale until this is received and acknowledged.
- II. Definitive cancellation charges due can only be confirmed to you after the intended date of the event, when we may reduce the charge where alternative business has been secured.
- III. In the event of the Hotel being unsuccessful in re-selling the space created by the cancelled or amended booking, cancellation charges will be made as follows:

| Period of Notice | Charge (of original booking value) |
|-------------------|------------------------------------|
| Over 90 days | 20% |
| 28 – 90 days | 50% |
| 14 – 27 days | 75% |
| Less than 14 days | Full charge |

Non-Arrival charges

Any delegates/guest who fail to arrive will be charged at the full rate for the duration of the stay. N.B The hotel will make every effort to re-sell rooms' released/cancelled and will only charge for those, which remain unsold.

Amendments or Cancellation by the Hotel

The hotel reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of

- Any occurrence beyond the reasonable control of the Hotel, which shall prevent it from performing its obligations in connection with the booking.
- If the booking might, in the opinion of the Hotel, prejudice the reputation of the hotel
- If the Client, is more than 30 days in arrears of previous payments to the Hotel.
- If the hotel becomes aware of any alteration in the Client's financial situation.



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Supply of Information

A full rooming list/delegate list is to be supplied to the Hotel 14 working days prior to the event. For the avoidance of doubt the submission of this list only serves to provide names of delegates attending the conference and does not affect the number of rooms contracted with the Hotel.

Any amendments including additions, cancellations, and extension to stay must be notified in writing by the client and confirmed by the Hotel.

Charge/ Payments

The Client must always sign charge dockets presented – queries received where dockets are not signed will not be accepted.

Finishing Times

Functions are required to finish at the time agreed when the booking is made, as extensions to this time on the day may not be possible. The Hotel reserves the right to levy additional charges where the client fails to vacate the room at the contracted time.

Damage

The Client shall be responsible for any damage caused to the allocated rooms or the furnishings, utensils and equipment or any part of the Hotel or grounds, there in by any act, default or neglect of the client, subcontractor or guest of the client and shall pay to the company on demand the amount required to make good remedy any such damage and for any loss of business caused as a result.

Valuables

Please be advised that the hotel regrets that it cannot accept liability for goods lost or stolen.

Car Parking

All cars are parked at the owners risk and the hotel accepts no responsibility for loss or damage or theft caused to vehicles parked at the hotel's premises.

Electricity Failures & Other Issues Outside the Control of the Hotel

The hotel accepts no responsibility for the failure of electricity or power outside of its control. There may be other issues, which are outside the control of the hotel, for which the hotel bears no liability.

Third Parties

- I. Where the client employs sub-contractors or third parties to assist them with their Conference or Event, it is their responsibility to ensure that they comply with all Terms and Conditions laid down by the Hotel and any current Health & Safety legislation.
- II. Where the Hotel is requested to book facilities and/or services on behalf of the client or its delegates, with third parties, it will do so in good faith but cannot be held liable should the standard of those services prove deficient, nor for the acts of omissions from such third parties.

Professional Bodies and Performing Rights

The company reserve the right to object to the employment by clients and guests of any photographer, toastmaster, band, musician or other persons in connection with any function and will, without obligation, be pleased to give clients and guest the benefit of their advice or recommendation in this connection.

It shall be the responsibility of the client to ensure that where applicable, Performing Rights Society Forms are completed by any band or musicians employed by the client.



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Corkage

Only food and beverages purchased from the Hotel may be consumed on the premises, except wedding cakes. A corkage facility is in place for those guests wishing to bring their own wine. The cost is £9 per still bottle, and £15 per sparkling bottle.

Miscellaneous

- The Hotel reserves the right to change the client's events to a different room in the Hotel if numbers fall from those originally contracted for.
- The client must obtain prior consent for all signs, exhibitions and displays inside and outside the Hotel. The Hotel reserves the right to remove signs, which are unauthorised, unlawfully displayed or which may be deemed to cause offence.
- The Hotel will not be liable for clients or any person claiming through their clients, for any loss or damage caused by, or arising from, its failure to carry out any obligations under this agreement, due to anything beyond the control of the hotel.
- The client accepts liability for any extra charges incurred.
- All prices quoted are inclusive of Service and VAT at the current rate, unless otherwise stated. We reserve the right to change prices due to increase in supplier's costs, tax duty and any changes in VAT.
- All bookings made arising out of this Agreement will be deemed subject to the above conditions.

I/WE AGREE TO THE TERMS AND CONDITIONS ABOVE

Name: Signed:.....

Date of Conference:Booking Date:.....