

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.

www.grangecountryhousehotel.com

info@grangecountryhousehotel.com

Tel: 01359 231260

Fax: 01359 231387

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 bookings 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> £129.50 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> £30.75 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 • Afternoon cakes • 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> £102.50 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> £142.50 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	30	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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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)	£2.00
Jug of Orange Juice (serves approx 10 delegates)	£6.50
Still or Sparkling Mineral Water (per 750ml bottle)	£3.25
Extra Biscuits (per delegate)	£0.50
Bacon or Sausage Roll (per delegate)	£3.45
A selection of croissants and Danish Pastries (per delegate)	£1.95
A full English breakfast, including tea or coffee (per delegate)	£11.95
Fruit Platter	£1.50 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 £7.75

(minimum of 10 persons)

Selection of Finger Sandwiches (Smoked Salmon & Herb Crème Fraiche, Corn Fed Chicken Rocket & Wholegrain Mustard, Cucumber Cream Cheese & Watercress)

Scones with Clotted Cream & Jam

Tea

Option 2

(minimum of 5 items, minimum of 10 persons)

Choose any at £1.95 per item per person

Breads & Sandwiches

Assorted Sandwiches

Assorted Bagels

Assorted Wraps

Assorted Baguettes

All a mixture of Meat, Fish & Vegetarian

Tex-Mex style Wraps

Selection of Flavoured Breads

Garlic Bread

Pasta & Salad

Papedelle Pasta with Roasted Vegetables & Homemade Pesto

Baked Penne Pasta with Mozzarella & Mushrooms

Stuffed Vine Leaves – with choice of rice or minced lamb filling

Aubergines in Tomato Garlic Sauce topped with Parmesan

Tomato, Mozzarella & Basil Salad

Feta, Mint, Green Beans & Baby Spinach Salad

Mixed Leaf Salad

Coleslaw



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Roasted Vegetable Cous Cous
Three Bean & Rocket Salad

Potato Salads & Dishes

Spiced Potato Wedges
Potato, Spring Onion & Red Onion Salad
Mini Jacket Potatoes with Accompaniments
Buttered New Potatoes

Duchess Potatoes

Snacky Items

Sesame Prawn Toast
Salmon & Prawn Brochettes
Homemade Sausage Rolls
Mini Grange Beef Burgers (supplement of £0.60 per person)
Mini Toad in the Hole
Oriental Sticky Chicken Thighs

Lamb Samosas
Vegetable Samosas
Vegetable Pakoras
Vegetable Quiche
Vegetable Mini Spring Rolls

Desserts

Mini Cheesecake of your choice
Mini Pavlovas
Mini Chocolate Éclairs (supplement of £0.30 per person)
Bite Sized Triple Chocolate Brownie Pieces
Bite Sized Glazed Fruit Tartlets
Mixed Fruit Salad
Cheeseboard (supplement of £0.60 per person)



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Buffet Option Two £25.70 *(minimum of 20 persons)*

For our Cold Buffet choose any 3 starters, 1 side dish, any 2 cold cuts of meats and any 2 fish items

*For our Hot Buffet choose any 1 starter, 2 side dishes and any 2 hot dishes.
Hot Buffets are served with assorted sweets and Fruit Salad.*

Starters

Soup of your choice
Melon Cocktail
Carrot Roulade with Cream Cheese Filling
Chicken Liver Parfait
Confit of Duck on Spring Onion Noodle Salad

Side Dishes

Tomato, Mozzarella & Basil Salad
Marinated Potato Salad
Cucumber with Mint Greek Yoghurt
Mixed Wild Leaves
Rice Salad with Sweet Roast Peppers

Cold Cut Meat

Lincolnshire Ham
Roast Mature Angus Beef
Homemade Terrine
Home Smoked Meat Platter
Ginger & Honey Glazed Turkey Breast
Continental Meat

Fish

Oak Smoked Scottish Salmon
Norwegian Prawns
Medley of Sea Food
Peppered Mackerel



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Hot Dishes

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

Vegetarian Dishes

Wild Mushroom & Mascarpone Tartlet
Field Mushroom with Spinach, Parmesan & Sun blushed Tomatoes
Red Onion & Goats Cheese Tartlet
Courgette & Blue Cheese Risotto
Baked Penne Pasta with Olive & Pesto
Pillows of Gnocchi with Sage Butter & Parmesan

Buffet Option Three £33.50

(minimum of 50 persons)

Our Carved Buffet is the perfect option giving you the relaxed atmosphere of casual dining but with the elegant service of our excellent waiting staff.

We can cater for a minimum of 40 guests.

Choose 1 starter, and 1 dessert, the entirety of the mains selections below will be available from the buffet table.

Starters

~Melon Cocktail~

~Soup of your choice~

~Carrot Roulade with Cream Cheese Filling~

Confit of Duck on Spring Onion Noodle Salad~



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~Chicken Liver Parfait~

Main

~Ham~

~Turkey~

~Roast Rib of Beef~

~Roast Loin of Pork~

~Poached Fillet of Salmon~

~Hot Parsley Potatoes~

~Selection of Salads~

Desserts

~Mini Pavlovas~

~Mini Chocolate Éclairs~

~Mini Cheesecake of your choice~

~Bite Sized Triple Chocolate Brownie Pieces~

~Bite Sized Glazed Fruit Tartlets~

~Mixed Fruit Salad~

~Cheeseboard~

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

Thai & Indian Buffet menus are available on request

*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:.....



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