

"Bury St Edmunds Best Kept Secret!"



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Banqueting Brochure 2017

We invite you to travel back in time and indulge yourself in what is

Bury St Edmunds best kept secret.

Here at The Grange Country House Hotel, we appreciate that a Banquet has to be an occasion that will inspire and one that you can look back on with fond & treasured memories. With our late Victorian splendour and beautifully kept gardens, we offer an idyllic period setting for you and your guests to enjoy and relax in. With our entrusted and dedicated team devoted to creating your banquet, watch as your perfect day unfolds from the moment you arrive.

Creating Your Perfect Day

No matter what your requirement, our dedicated team can tailor make your day into the perfect occasion, continually offering advice and support during the whole planning process.

We can offer & arrange the following:

- *Civil Ceremonies, Civil Partnerships, Renewal of Vowels & Naming Ceremonies*
- *Regal Red carpet welcome*
- *Relaxing & Beauty treatments available at The Grange Spa Suite*
- *Exclusive use of the entire Hotel for you & your guests to relax and enjoy*
- *Your choice of Canapés & Aperitifs served in our Bar & beautiful gardens*
- *Menus created especially for you by our Head Chef*
- *Your choice from a selection of fine wines to complement your menu*
- *Champagne or sparkling wine for toasting*
- *Tables elegantly set with white linen cloths & napkins*
- *Chairs beautifully dressed with white covers & organza sashes*
- *Silver cake stand & knife*
- *A professional toastmaster*
- *A company offering place & table cards and elegant framed table plan designs*
- *A company offering your choice of traditional or contemporary cake*
- *The services of a professional company offering your choice of stunning Floral table centrepieces & decorations*
- *A professional photographer to capture your day perfectly*
- *A professional pianist for your ceremony*
- *Live musicians & evening entertainment to suit your occasion*

Your Private Affair / Banquet

Whether your dream day is an intimate affair, a lavish event or somewhere between the two, we can cater for your every desire.

Our Coffee Room with its high ceiling, original fireplace and French doors leading out onto our stunning gardens, its indulgent period ambience can offer you the perfect intimate private dinner, seating up to 18 guests.

Our Adam Room is a touch more formal, attracting its name down to the Adam fireplace. It can seat a maximum of 24 guests on one long table or 40 guests on round tables.

Our Banquet Room can provide the perfect backdrop to a much more lavish affair. With its golden hues, elaborate brass chandelier and plaster panel walls, supreme elegance is in abundance, seating up to 110 guests.

Our tranquil gardens can provide you with the perfect backdrop for an outdoor affair. With our landscaped lawns, and our late Victorian country house façade, we have the perfect setting for a beautiful outdoor experience.

Four Evening Reception

Our Banquet Room can offer both the acoustics and space for your ideal evening reception whether that be to enjoy the atmosphere of a live band or to dance the night away with a DJ. With both luxurious carpet and expanse of parquet dance floor, the room caters for up to 150 and benefits from its own bar & private toilet facilities.

Party Packages

The Bronze Party Package (includes DJ)

- *Banquet Room from 5.30pm until 12 midnight*
- *a DJ from 7pm – midnight with 3600 watts digital stereo sound, scanners, free use of radio microphone, LED lighting*
- *Silver Cake Stand & Knife*
- *White or Black Table Linen*
- *White or Black Chair covers, with no Organza Sash for 60 guests*
- *Crisps and Nuts on Tables*
- *A selection of Filled Baguettes, Bagels, Ciabatta's, Dips and one Salad item*
- *A Junior Suite on the night of your function*

Thursday, Sunday £22.55 per person, *child* £8.20

Friday £23.65, *child* £9.30

Saturday or Monday – Wednesday £25.00 per person, *child* £10.65

Booking a function with less than 3 months to go, ask about our special rates

Consider hiring our Casino Tables for your party

Prices quoted on a minimum of 75 adult guests

If you are commencing your day before 5.30pm a further charge applies as listed on our tariffs page

Example Party Package Pricing

75 x Adults on Party Package from 5.30pm onwards on a Saturday @ £25.00 per adult = £1,875.00

The Silver Party Package (includes DJ)

- *Banquet Room from 5.30pm until 12 midnight*
- *a DJ from 7pm – midnight with 3600 watts digital stereo sound, scanners, free use of radio microphone, LED lighting*
- *Silver Cake Stand & Knife*
- *White or Black Table Linen, White Linen Napkins*
- *White or Black Chair covers, with your choice of Organza Sashes from our range of colours for 60 guests*
- *Sparkling Toasting Wine or Arrival drinks reception for your guests*
- *Bowls of your choice of Linguine Pasta with Meditteranean Vegetable & Pesto or Wild Mushroom and Mozzarella, Ricotta & Spinach & Sun blush Tomato, and / or Stir Fry Chicken or Prawn Noodles, and / or Thai Red Chicken Curry with Rice, or Chicken or Chickpea Tagine with Rice for your evening guests*
- *A Junior Suite on the night of your function*

Thursday, Sunday £32 per person, *child* £12.50

Friday £33.45, *child* £14.00

Saturday or Monday – Wednesday £35.25 per person, *child* £15.80

Booking a function with less than 3 months to go, ask about our special rates

Consider hiring our Casino Tables for your party

Prices quoted on a minimum of 75 adult guests

If you are commencing your day before 5.30pm a further charge applies as listed on our tariffs page

Example Party Package Pricing

75 x Adults on Party Package from 5.30pm onwards on a Saturday @ £35.25 per adult = £2,643.75

The Ultimate Party Package (includes DJ)

- *Banquet Room from 5.30pm until 12 midnight*
- *Arrive in style as we arrange to have you picked up from your home and brought to the hotel. Just pack your bags, as you're away for the night.*
- *A Junior Suite on the night of your function*
- *a DJ from 7pm – midnight with 3600 watts digital stereo sound, scanners, free use of radio microphone, LED lighting*
- *Our fun casino for you and your guests, consisting of a Roulette table and a Black Jack table, 3 hours of play during the course of the evening.*
- *Silver Cake Stand & Knife*
- *White or Black Table Linen, White Linen Napkins*
- *White or Black Chair covers, with your choice of Organza Sashes from our range of colours for 60 guests*
- *Arrival drinks reception for your guests, consisting of Summer or Winter Pimms*
- *Bowls of your choice of Linguine Pasta with Mediterranean Vegetable & Pesto or Wild Mushroom and Mozzarella, Ricotta & Spinach & Sun blush Tomato, and / or Stir Fry Chicken or Prawn Noodles, and / or Thai Red Chicken Curry with Rice, or Chicken or Chickpea Tagine with Rice for your evening guests*
- *A taxi to drop you home the next morning*

Thursday, Sunday £36.50 per person, *child* £17.80

Friday £38.00, *child* £19.30

Saturday or Monday – Wednesday £39.80 per person, *child* £21.10

Booking a function with less than 3 months to go, ask about our special rates

Prices quoted on a minimum of 75 adult guests

If you are commencing your day before 5.30pm a further charge applies as listed on our tariffs page

Example Ultimate Party Package Pricing

75 x Adults on Party Package from 5.30pm onwards on a Saturday @ £39.80 per adult = £2,985

..... *I did it My Way* *Bespoke Packages*

It's your day! And you want it just the way you dreamed of. The alternative to the packages above, is to create your own day.

These are the steps to follow in creating your own package.

- *Determine what month and day you are thinking of having your function*
- *Think about which rooms of ours you would like to hire and look up the hire cost of the room(s) in our Tariff's page for the month and day that you require*
- *Add any other things that you may require such as drinks or canapés, which are listed in this brochure*
- *Add any food that you may require from one of dinner package menus as follows*
 - *Our Balmoral or Sandringham menus @ £37.95 for three courses or £30.95 for two courses*
 - *Our Windsor or Kensington menus @ £43.90 for three courses or £36.95 for two courses*
- *Add the cost of one of our barbeque / hogg roast or buffet options*
- *We can alternatively tailor a menu to suit your needs and your budget*
- *You can choose your own suppliers for the day*
- *Check that this all meets our terms and conditions, by reviewing these or speaking with a member of our team who will be happy to help*

The rest of this brochure outlines much of these other costs in terms of creating your own package.

Hire of our Facilities

Banqueting Tariff 2015

Ceremony

The Grange Hotel is licensed to hold Naming & Civil ceremonies; this service is available for parties of 4 to 135. We are also able to hold Naming and Commitment Ceremonies. Charges are as follows:

Ceremony day (Friday, Saturday or Sunday) £350

Ceremony day (Monday - Thursday) £195

Banquet Room Charges

Price includes linen napkins, table linen, cake stand and cake knife

- **2pm – 12midnight** £695
- **6pm – 12midnight** £375

A further charge is applied for use of the Banquet Room before 2pm. The extra charge is a fee of £100 per hour for each hour before 2pm.

Adam Room Charges

Price includes linen napkins, table linen, cake stand and cake knife

- For functions who have booked the Banquet Room who also require use of the Adam Room - £255
- For bookings involving a three course meal of over 20 people – no charge (provided the room is used only for an evening or a lunch, not all day, to a maximum of 3 hours)
- For bookings involving a three course meal of under 20 people – £255 or else the hotel reserves the right to make the room non-exclusive

Coffee Room Charges

Price includes linen napkins, table linen, cake stand and cake knife

- For functions who have booked the Banquet / Adam Room who also require use of the Coffee Room - £185
- For bookings involving a three course meal of over 12 people – no charge (provided the room is used only for an evening or a lunch, not all day, to a maximum of 3 hours)
- For bookings involving a three course meal of under 12 people – £185 or else the hotel reserves the right to make the room non-exclusive

Exclusive use

The Grange is available for exclusive use hire. For a hire charge of £1,795 can have the entire hotel and grounds to yourself. To be able to take up this offer you must also take all of our bedrooms (which are not included in the above fee of £1,795), have a minimum of 75 people for the wedding breakfast & an evening buffet for a minimum of 75. Note that the hotel will only be made available exclusively to you from 2pm onwards on the day of your exclusive use hire.

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 £11.50 per still bottle, and £16.95 per sparkling bottle.

Outside Catering

Your own caterers can be hired for the occasion if you so wish. In order to take this up, you would need to book the hotel on an Exclusive Use basis, plus pay a kitchen surcharge of £2,000. This price does not include the provision of staffing, nor does it include the use of our crockery or glassware.

Bar and services close at midnight.

Should you require our bar to be open to residents of the hotel later than midnight, we can do this by prior arrangement only. The cost is £85 per hour after midnight.

Deposit

£800 on booking (this is a non refundable deposit) followed by a further £800 made payable 6 months prior to the day of your event. An estimated invoice is to be paid two weeks before the wedding day, based on your final numbers.

Fun Casino Hire

Hire our Fun Casino & Roulette Table for a real party. We have two full sized tables, consisting of a roulette table and a black table. A bottle of Wine prize will be offered to your highest playing guest. The cost is £225 (one table) or £350 (roulette and black jack table) operational for a 3 hour period. Include either our Adam Room or Coffee room to host these tables for an extra £100.

Chair Covers with Organza Sash

Your choice of colour from our range of organza sashes to complement a white or black chair cover really finishes off the room. £2.90 per cover including the organza sash. If you require a colour organza sash that we may not have, and which we may be able to obtain, £3.20 per cover including the organza sash.

Marquees

Marquees can be used by prior arrangement. There will be a charge made of £525 for staffing costs. Marquees can only be used if you have exclusive use of the hotel. All Marquees must come down the day after your function, before 12 pm and must only go up on the day of your function.

Accommodation

	Per Night, Per Room
Single en-suite Room	£82.50
Double en-suite Room	£115
Twin en-suite Room	£125
Family Room (two double beds – 3 occupants)	£140
Family Room (two double beds – 4 occupants)	£160
Superior Single Room	£95
Bridal Suite	£145
Junior Suite	£135
Superior Family Room (one double & one sofa bed - 3 occupants)	£155
Superior Log Cabin	£135
Children / Additional Person Supplements	£25
Small dogs only (may only be in allocated rooms not public areas)	£15

Prices are per room and are inclusive of a Full English Breakfast.

Accommodation Deposit £20 per room per night Deposit

All prices above may be subject to change without prior notice.

Canapés & Aperitifs

Canapés may be served at any time but they make a perfect accompaniment to your arrival drinks. Served in the Bar area or on the Patio & the picturesque garden, they make a wonderful entrée for your guests.

You may have the perfect combination in mind but below are some examples to give you an idea and tickle your taste buds.

Canapés

£6.00 for a set of 3 canapes per person (minimum of 20 persons). Choose any three canapés.

- ~Spiced Chicken Winglets~*
- ~Chicken Ballotine on Potato Rosti~*
- ~Pork Medallion with Spiced Fruit~*
- ~Red Onion & Goats Cheese Filo Tart~*
- ~Venison Medallion with Watercress Puree~*
- ~Pea Pannacotta on Parmesan Biscuit topped with Crisp Parma Ham~*
- ~Mille Feuille of Pesto & Sun blushed Tomato Tapenade~*
- ~Smoked Mackerel Parfait on Wholemeal Crout~*
- ~Cherry Tomato filled with Basil Jelly~*
- ~Crostoni with Sun Blushed Peppers & Pesto~*
Sesame Prawn Toast~
- ~King Prawns in a light Filo Pastry~*
- ~Smoked Salmon Bilinis with a Horseradish Cream~*
- ~Parma Ham & Melon Parisienne~*
- ~Shredded Duck & Plum Sauce Tacos~*
- ~Pan Fried Duck Liver Parfait Crostoni's~*
- ~Assorted Mini Quiche~*

Aperitifs

~Bucks Fizz £3.95~

5~

~Sparkling Wine £4.55~

~Kir Royal – Sparkling wine & Crème de Cassis £4.95~

~Bellini- Sparkling wine & Peach puree £4.95~

~Fraise Royal - Sparkling wine & Strawberry puree £4.95~

Classic Drinks

~Mulled wine £3.95~

~Summer Pimms with fresh fruit, cucumber & mint £4.35~

~Winter Pimms with warm apple & orange juice £4.35~

~Champagne £9.95~

Soft Drinks

~Fresh Orange Juice £2.95~

~Fresh Apple Juice £2.95~

~Fruit Punch £2.95~

Balmoral, Blenheim or Sandringham Package Menus

Here at The Grange we pride ourselves on impeccable cuisine.

All our food is freshly prepared on site from the finest ingredients available.

Simply choose a starter, main and dessert from the delicious menu below.

An option of 2 starters, 2 mains and 2 desserts is available at a supplement of £3.00 per person.

~Soup of your choice~

~Sweet red onion & stilton tart~

~Chicken liver parfait, redcurrant & onion chutney, melba toast~

~Pork & apple terrine, date chutney, toasted ciabata~

~Prawn Cocktail, Baby gem lettuce, Marie Rose Sauce, Prawn Toast~

~Smoked mackerel, cucumber noodle, horseradish sauce~

~ Roasted Baby Aubergine, Provencal Sauce & Parmesan~

~Roast Chicken on the bone or off the bone , Pork, Sage & Onion Stuffing, Chipolata wrapped in Bacon, Fondant Potato, Chicken Gravy ~

~Chicken Wrapped in Prosciutto Ham, with Mushroom & Tarragon Cream Sauce~

~Roast Loin of Pork stuffed with Apricot farce, rich red wine jus ~

~Personalised Sausages for your day, Creamed potatoes, Shallot Gravy~

~Pan fried Fillet of Salmon, Taragon Cream Sauce, Lemon Crushed New Potatoes ~

~Goats cheese, Spinach & Red Onion Pithivier, Parsley & Garlic Sauce, Courgette, Chilli & Rocket Salad~

~Steak & Ale Pie~

~Mushroom, Roasted Red Onion & Pasta Bake~

~Pea, Herb & Parmesan Risotto topped with Parmesan~

- ~Cheesecake of your choice~
- ~Chocolate Tart, fresh Raspberries, Raspberry Sorbet, Hazelnut Brittle ~
- ~Caramelised Lemon Tart, St Clements Ice Cream~
- ~Summer Pudding with Fruit Coulis~
- ~Sticky Toffee Pudding, Caramel Sauce, Gingerbread Ice Cream~
- ~Strawberry Eton Mess~
- ~Traditional Crumble of your Choice, Vanilla Ice Cream or Crème Anglais~

Windsor & Kensington Package Menus

Here at The Grange we pride ourselves on impeccable cuisine.

All our food is freshly prepared on site from the finest ingredients available.

Simply choose a starter, main and dessert from the delicious menu below.

An option of 2 starters, 2 mains and 2 desserts is available at a supplement of £3.00 per person.

- ~Confit Duck Leg Terrine with Prune & Armagnac Chutney, Toasted Brioche~
- ~Salmon & Prawn Timbale, Grapefruit & Fennel Salad ~
- ~Crayfish & Crab Cocktail, Aioli, Baby Gem lettuce~
- ~ Antipasto Selection~
- ~ Home Cured Gravavlax with Dill Mustard~
- ~ Melon Cocktail- Parisienne Melon Assortment in Champagne or Mint Syrup~
- ~Poached pear, Twice baked Cheese Souffle, caramelised walnuts~

- ~Tournedos of Salmon, Potato Rosti, Buttered Spinach, Beurre Blanc ~
- ~Whole Filleted Trout Baked 'en papillote' with Prawn & Almonds~
- ~ Ballotine of Chicken with Mushroom Duxelle, Taragon & Wild Mushroom Cream Sauce, Dauphinoise Potato ~
- ~Braised Lamb Shank, Skordalia Mashed Potato & Rosemary gravy~
- ~Roast Beef, Wild Mushroom & Spinach Compote, Onion Puree, Puff Pastry Tuille, Roast Fondant Potato, Pearl Onions & Red Wine Roasting Jus ~

~Barbary Duck Breast, Sweet & Sour Apricot & Spicy Onion Sauce~
~Pesto, Ricotta, Spinach & Pine Nut Ravioli, Roast Garlic & Mushroom Cream
Sauce~
~Red onion, Sun Blush tomato & Goats Cheese Tart, Red Pepper Coulis, Warm
Salad of Edamame Bean, Broad Bean, Pea and New potatoes~

~Assiette of Pear, Poached pear, Pear & Chocolate Mousse, Pear & Amaretto Ice
Cream, Almond Brittle~
~Fruit of your Choice Tart Tatin, Vanilla Ice Cream~
~Lemon Meringue Pie~
~Pan au chocolat croissant bread & butter pudding, Dark chocolate Soup ~
~Profiteroles with Hot Chocolate Sauce~

Sundries

~Coffee £2.60~

~Coffee and homemade mint chocolate £3.75~

~Shot of Pink Champagne Sorbet (either pre mains course pallet cleanser or pre dessert) £2.30~

~Plating and Serving Your Cake £1.95~

~Petit Fours £2.25~

Children under 10 for Bespoke Packages Only

(minimum of 5 children)

£19.95

Should you require a more Child friendly menu please choose one starter, one main and one dessert from the following menu for Children under 10.

~Tomato Soup~

~Prawn Cocktail ~

~Fan of seasonal Melon ~

~Roast Chicken with seasonal vegetables & Roast Potatoes~

~Home made Fish Fingers with Hand Cut Chips ~

~ Home made Chicken Goujons with Hand Cut Chips ~

~Spaghetti Bolognese~

~Chocolate Brownie with Vanilla Ice cream~

~A trio of Ice Creams~

~Caramelised Banana & Custard~

Informal Dining

If you have a more relaxed occasion in mind why not take pleasure in the picturesque views of our stunning gardens with a Barbeque or Hogg Roast.

These are available during the summer months with weather permitting.

Barbeques

*Barbeque of Burgers, Sausages, Sesame Baps, 1 Salad, 1 Potato Dish and Relishes and Condiments
£18.95 per person*

We can offer a wide variety of other meats and vegetable options if you require.

Hogg Roast

Our Hogg Roasts offer an alternative to the tradition alfresco feast.

We can cater for a minimum of 50 guests at a price on application.

Freshly Made Pizzas

We can offer freshly made pizzas for your guests, that are made over a time period.

A 2 hour period - £14.65 per person

Four Buffet

*With an extensive range of buffet options; we can cater for your individual needs.
Choose from either of our buffet options for your perfect reception.*

Buffet Option One (minimum of 5 items, minimum of 10 persons)

Choose any at £3.25 per item per person

Breads & Sandwiches

*Assorted Sandwiches
Assorted Bagels
Assorted Wraps
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
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*

Snacky Items

Sesame Prawn Toast
Salmon & Prawn Brochettes
Homemade Sausage Rolls
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
Bite Sized Triple Chocolate Brownie Pieces
Bite Sized Glazed Fruit Tartlets
Mixed Fruit Salad

£4.95 per item per person

Assorted Baguettes
All a mixture of Meat, Fish & Vegetarian

Cheeseboard from £5.95 per person depending on variety of cheese

Buffet Option Two £28.95
(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

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 £43.50

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~

~Chicken Liver Parfait~

Main

~Ham~

~Turkey~

~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~

What Our Customers Say

To
The Grange Hotel
Staff:

Thank you for making
my son's + daughter-in-
law's wedding such a
lovely day.

You all put in a huge
effort, very friendly and
superbly attentive at
all times. You should be
very proud of yourselves.

We hope you have a
very successful 2011, and
many more. Kind regards
Mr + Mrs Knightley
(Christine + Alan)

To All at The Grange

Thank you so much for our
wedding day. From the kitchen
to the management, every detail
was covered.

We have had some wonderful
comments on the day and how
enjoyable it was.

A special thanks to 'The Chef'.

Patricia + Michael Bond

To All at the Grange Hotel

Thank you for your hard work on and
before our Wedding (9th Sept)

We had a wonderful day which
went beyond our expectations. The
food was fantastic including breakfast.
The staff very attentive and helpful.
The rooms comfortable and relaxing.

Therefore all of the above made
a relaxed, happy, fun and beautiful
day which we will treasure always.
Thank you again.

Kind regards Sarah + Judith

P.S Thanks to who ever ordered the Sun!

To all at The Grange,

Thank you to everybody that
helped make our day special.

From the moment we arrived
(early) to the moment we checked
out we were 100% looked
after. The food was beautiful
and was complimented by lots
of our guests.
Thanks again.

From
Stuart + Tia



Banqueting Terms and Conditions & Confirmation V7.1

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.

Client Name(s):	
Names of those getting married / having civil ceremony / naming ceremony (if different to above):	
Date of Function:	
Billing Address:	
Client Address:	
E-mail Address:	
Telephone number:	
Number of guests:	
NB. (To be confirmed 6 weeks before the event, these then will be the minimum numbers you will be charged for)	
How will the account be settled	

Function Room(s) Booked	Banquet Room ()	Adam Room ()	Coffee Room ()
Times Function Room(s) Booked For			
Agreed Function Room(s) Hire Price			

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 Deposit Paid: _____ Date Paid: _____ Package Booked: _____ Rooms Booked: Y/N Date: _____ Suppliers Notified: Y/N Date: _____
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Contractual Obligation

This document represents a mutual contractual obligation between the above named persons / organisations listed under “Name(s) of Booking” and The Grange Hotel. That obligation involves The Grange Hotel providing the above function room(s), on the above date(s) for the above time(s).

Provisional Bookings

We are delighted to hold a provisional booking for you for a maximum of 7 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

The hotel does not provide credit facilities. It is the policy of the Hotel for all accounts to be settled on departure. Accounts cannot be forwarded without prior arrangement.

Deposits & Payments

For functions a non-refundable deposit of £500 is required at the time of booking.

A further £500 is required a minimum of 6 months before the wedding / function. Full payment is required at least 2 weeks before the event. If after the event takes place any balances remain, we will send on a final invoice for payment within 14 days.

Payment Charges

All payments made using the following methods will be subject to the following surcharges:

- *Cash / bankers draft / BACS / debit cards – no charge*
- *Credit card other than American Express 4% surcharge of the total payment amount*
- *American Express credit card 5% surcharge of the total payment amount*

Payments made by card incorrectly will also be subject to the above charges.

7 Day Cooling Off Period

Should you decide to change your mind over your booking for any reason, you have 7 days from the date of booking during which you have the right to cancel. The cancellation must be in writing. Following your cancellation, you will be entitled to a full refund of your deposit payable within 30 days of receiving your notice.

Banquet Room Charges

Price includes linen napkins, table linen, cake stand and cake knife

- **2pm – 12midnight** £695
- **6pm – 12midnight** £375

A further charge is applied for use of the Banquet Room before 2pm. The extra charge is a fee of £100 per hour for each hour before 2pm.

Adam Room Charges

Price includes linen napkins, table linen, cake stand and cake knife

- *For functions who have booked the Banquet Room who also require use of the Adam Room - £255*

- For bookings involving a three course meal of over 20 people – no charge (provided the room is used only for an evening or a lunch, not all day, to a maximum of 3 hours)
- For bookings involving a three course meal of under 20 people – £255 or else the hotel reserves the right to make the room non-exclusive

Coffee Room Charges

Price includes linen napkins, table linen, cake stand and cake knife

- For functions who have booked the Banquet / Adam Room who also require use of the Coffee Room - £185
- For bookings involving a three course meal of over 12 people – no charge (provided the room is used only for an evening or a lunch, not all day, to a maximum of 3 hours)
- For bookings involving a three course meal of under 12 people – £185 or else the hotel reserves the right to make the room non-exclusive

Minimum Numbers

Saturday Weddings / Functions taking place between 1st June and 31st August must be for a minimum of 50 adult guests attending the wedding breakfast consisting of arrival drinks, three-course meal, wine with meal and fizz for toasting and evening reception and buffet for a minimum of 75 guests.

These numbers are separate from the minimum numbers for Exclusive use of The Grange.

For functions involving less than 50 people for a three-course meal, we reserve the right to make a further function hire charge.

Exclusive use

For Exclusive use you must have a minimum of 50 guests for the wedding breakfast consisting of arrival drinks, three-course meal, wine with meal and fizz for toasting and evening reception and buffet for a minimum of 75 guests. You must also fill all 18 bedrooms. Hire charge for exclusive use is £1,725.

Amendments, Cancellations and Reductions in numbers

- I. In the unfortunate circumstance that you have to cancel, amend or change the date of your confirmed booking at any time prior to the event (excepting the 7 day cooling off period), the Hotel will make the following charges. In addition to the charge described below, the deposit made payable to the hotel is non-refundable.

Period of Notice	Charge (of original booking value)
Over 12 months	deposit non refundable
6 Months – 12 months	deposit non refundable + 20% of original booking value
3 Months – 6 months	deposit non refundable + 50% of original booking value
Less than 3 Months	deposit non refundable + 100% of original booking value

- II. Any cancellations or partial cancellation must be confirmed in writing.

- III. If you have booked a package with us, further charges will become due, to the suppliers who provide third party services i.e. Cake supplier, DJ, Florist, Table Plan provider and any other third party's that we may introduced as part of your package.

We recommend that you consider taking out insurance to cover circumstances that are beyond the reasonable control of the hotel and / or yourselves. A company that offers such services is on our website, under weddings and suppliers.

Non-Arrival charges

Any guest who fails 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.

Supply of Information

A full rooming 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 guests attending the function 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.

A full list of guests attending the function must be provided to the Hotel at least 1 day prior to the function.

Prices

All prices stated in our banqueting packs were correct at the time of going to press. All prices quoted are inclusive of Service and VAT at the current rate. **All prices are subject to change without prior notice.** The right exists for The Grange Hotel to cancel the function if contractual obligations are not met. Please ensure you have read the terms and conditions before signing.

Final Payments

Clients not having credit facilities with the Hotel must settle all outstanding charges in full at least 14 days prior to the event-taking place. An estimated bill for the function will be made available, which is the amount deemed to be liable. The estimated bill will be based on the meetings arranged with the hotel. If after the function there are any adjustments to be made, we will send you a final bill together with a cheque if the estimated value was too much or requesting payment if the estimated amount was too little. Failure to pay your estimated bill prior to your function could result in the cancellation of your function.

For any outstanding charges not paid after 14 days, we reserve the right to charge interest on the outstanding balance, at the rate of 6% above Bank of England base rate. All additional administration and other costs involved in chasing payment will also be added to the bill. Reminder letters for payment of £25 per letter will be added to the bill.

For any outstanding charges not paid after 14 days, we also reserve the right to charge a card that you must present to us 7 days prior to your event taking place. This card will be charged for the full unsettled amount within 7 days after your function has taken place. Failure to provide a card may result in the cancellation of your function.

Card Authorisation

As we are flexible on your day with additional services, which we invoice to you after your function you must provide us with a credit or debit card 7 days before your function. The card that you provide us with will be pre-authorized 7 days before your function for £200, this will then either rectify itself within 10 days if no extra services are required on the day, or the payment will be finalised for the amount outstanding.

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 by 12 midnight including residents. The Hotel reserves the right to levy additional charges where the client fails to vacate the room at the contracted time.

Bar and services close at midnight.

Should you require our bar to be open to residents of the hotel later than midnight, we can do this by prior arrangement only. The cost is £85 per hour after midnight.

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 nay loss of business caused a result.

Loss of / Damage to Personal Items

The Grange Hotel shall not be responsible for any damage or loss of personal items left on site, including cakes, table decorations, money, gifts, cards, jewellery, flowers, clothes, or any other personal items belonging to the hirer. It is the responsibility of the hirer to ensure that all personal artefacts and possessions are managed by the hirer. The Grange Hotel does not manage any of these belongings on the hirers behalf.

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.

Corkage

Only food and beverages purchased from the Hotel may be consumed on the premises, except cakes. A corkage facility is in place for those guests wishing to bring their own wine. The cost is £11 per still bottle, and £16.95 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:.....

Name: Signed:.....

Date of function:Booking Date:.....

Function Checklist

The following checklist is designed to help you plan and schedule your perfect day here at The Grange Hotel

Payments

- A non-refundable deposit of £800 plus your completed terms and conditions are required on booking
- A second payment of £800 is payable 6 months prior to your function
- Invoice is to be paid two weeks before the function day, based on your final numbers

Registry Office

- On booking your function, if you are having your ceremony at The Grange you will need to book the registrar from Bury St Edmunds Registry Office 01284 352373

Bedrooms

- Book your bridal suite and any bedrooms needed for your guests, you may provisionally book these but your guests will need to confirm with their credit card details.

Suppliers

- If you have booked one of our packages you should hear from our suppliers such as florist, cake and DJ. If you have not heard within a few weeks after booking with us please inform us.

Function Meetings

- You should make an initial meeting on booking to arrange date, pay deposit and choose possible package and skeleton arrangements of the your day
- You should organise a second meeting around the time of your second payment or at any time before. This will be with your Grange Function Organiser and our Head Chef to discuss menus, wines and finer details on timing and numbers of attending guests. Quote will be compiled for your information
- By the second meeting, provide details of all equipment coming to the hotel from third party suppliers
- Third meeting you should make when you are ready to confirm your final details on timing, numbers and any final arrangements

Please note that the above meeting schedule is only a guideline, you may very well have all the information we require after two meetings or equally you may feel the need for an extra meeting.

Menu Tasting

- You may wish to book a tasting for your chosen menu

Table Plans & Name Cards

- Provide a complete list of all guests attending including their menu choices if applicable
- Provide a table plan layout of your guests including place setting name cards
- Please provide a list of all guests of the hotels fire regulations

Music

- Provide a CD of your ceremony / dinner music