

*“Bury St Edmunds Best Kept Secret!”*



# THE GRANGE HOTEL

*country house hotel, spa and restaurant*

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

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## ***Celebrating the Life of Your Loved One***

*Our promise is to help you arrange your day with care, respect, clarity and reassurance. Our team of professionals are here to listen, advise and guide you through all your options.*

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.

## **Your Private Affair**

Whether your day is an intimate affair, a more lavish celebration 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 ambiance can offer you the perfect intimate affair, seating up to 16 guests or standing for 25 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 or standing for 50 guests.

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 or standing and some seating for 140 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.

## Beverages

~Jugs of Orange / Apple / Cranberry Juice £8.50 (serves approximately 8 guests)~

~Sparkling / Still Mineral Water (750ml) £3.50~

~Tea or Coffee (per cup) £2.60

~House Wine per bottle from £16.95~

~A glass of sherry (per glass) £2.80~

## Canapes

**£9.50 for a set of 3 canapes per person (minimum of 20 persons). Chose any three canapes.**

~Spiced Chicken Winglets~

~Chicken Ballotine on Potato Rosti~

~Red Onion & Goats Cheese Filo Tart~

~Pea Pannacotta on Parmesan Biscuit Topped with Crisp Parma Ham~

~Mille Feuille of Sun Blushed Tomato Tapenade~

~Crostini with Sun Blushed Tomato & Pesto~

~Sesame Prawn Toast~

~King Prawns in a light filo pastry~

~Smoked Salmon Bilinis with a Horseradish Cream~

~Shredded Duck & Plum Sauce Tacos~

~Assorted Mini Quiches~

## **Your Buffet**

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

### **Buffet Option One £10.50** (minimum of 10 persons)

Assorted Sandwiches (meat, fish & vegetarian)  
Scones with Clotted Cream & Jam  
Tea

### **Buffet Option Two £16.75** (minimum of 10 persons)

Assorted Sandwiches (meat, fish & vegetarian)  
A Selection of Cakes  
Home Made Sausage Rolls  
A Selection of Quiches  
Chicken Drumsticks

### **Buffet Option Three £29.95** (minimum of 10 persons)

Assorted Sandwiches, Bagels & Wraps  
Home Made Sausage Rolls  
A Selection of Quiches  
Prawn Toast  
Vegetable Spring Rolls  
Chicken Drumsticks  
Tomato, Mozzarella & Basil Salad  
A Selection of Cakes  
Scones with Clotted Cream & Jam

## **Pick & Mix Buffet Option**

**(minimum of 10 persons)**

**Any item below £4.50 per person, per item**

Assorted Sandwiches

Assorted Bagels

**Any item below £5.95 per person, per item**

Assorted Wraps

All a mixture of Meat, Fish & Vegetarian

Tex-Mex style Wraps

Assorted Baguettes

Salmon & Prawn Brochettes

**Any item below £4.25 per person, per item**

### Pasta & Salad

Pasta with Roasted Vegetables & Homemade Pesto

Baked Penne Pasta with Mozzarella & Mushrooms

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

**Any item below £3.75 per person, per item**

### Potato Salads & Dishes

Spiced Potato Wedges

Potato, Spring Onion & Red Onion Salad

Mini Jacket Potatoes with Accompaniments

Buttered New Potatoes

### Snack Items

Sesame Prawn Toast

Homemade Sausage Rolls

Oriental Sticky Chicken Thighs

Vegetable Pakoras

Vegetable Quiche

Vegetable Spring Rolls

## Desserts

Mini Cheesecake of your choice  
Mini Pavlovas  
Bite Sized Triple Chocolate Brownie Pieces  
Bite Sized Glazed Fruit Tartlets  
Mixed Fruit Salad

**Cheeseboard from £6.95 per person depending on variety of cheese**

## Terms and Conditions & Confirmation V6.1

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

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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: \_\_\_\_\_

### **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 weddings and functions a non-refundable deposit of £800 is required at the time of booking.

A further £800 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.

### **Room Hire Charges**

#### **Banquet Room Charges**

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

- Jan, Feb & Nov **Monday – Sunday** £435 (excluding Valentines day)
- Mar – Oct & Dec **Sunday** £425
- Mar – Oct & Dec **Monday – Friday** £500 (including Valentines Day)
- Mar – Oct & Dec **Saturday** £675

**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.**



**A further charge is applied for use of the Banquet Room before 2pm. For use between 1pm to 2pm a further £100 is applied. For use between 12pm to 1pm £200 is applied.**

All room hire charges quoted above are subject to a minimum spend of £2,500 (on food & room hire charges only) on a Saturday evening. For all other days a minimum spend of £2,000 (on food & room hire charges only) is applicable.

The hotel may make additional charges as it deems appropriate should the client not meet these minimum spends.

### **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 functions 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 4.5 hours)
- For functions 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 functions 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 4.5 hours)
- For functions 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 1<sup>st</sup> June and 31<sup>st</sup> 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-authorised 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 any 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:.....