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Weddings & Partnerships

Brochure

HIRE OUR VENUE ONLY FOR £2,000

OR

Book our Wedding packages which start as low as £4,500 for 50 guests including room hire, arrival drink, 3 course meal, chair covers, evening buffet & bridal suite

A beautiful, Victorian building built in 1895 as Grand Manor House known as “The Grange Country House Hotel” with its own rustic English country charm as you walk through the doors.

A Wedding Day is one of the most precious days of your life, one to hold deep in your hearts with fond & treasured memories. With our late Victorian splendour and beautiful 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 the wedding of your dreams, watch as your perfect day unfolds from the moment you arrive.

Congratulations on your forthcoming marriage

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Exclusive Use with Own Catering

Besides the wedding packages that we have on offer later in the brochure, we can also offer you the opportunity to hire our venue, with your own caterers.

For this option are the following rates apply.

Your Own Catering

- *Exclusive Use of the Entire Hotel from 2pm until 12 midnight*
- *Bedrooms from 3pm onwards*

Price any day £2,000 for the entire hotel public areas and grounds

(Price does not include bedrooms, or staffing for the day, nor set up for the day. If you require catering & bar staff, we can make this available to you at additional cost. Bedrooms are additional cost.)

- *Should you require it for your caterers, full use of our commercial kitchen, including gas ovens, gas hobs, fryers, hot cupboards, plate warmers, salamander grill*

Price any day £295 for the kitchen with use of our gas and electric for the day only (Price does not include use of our plates, crockery, cups, saucers, or cutlery.)

- *Some caterers might have their own mobile kitchens and so this option may not be required.*

Creating Your Perfect Day

Our dedicated team can tailor make your day into the perfect occasion, working with your requirements and continually offering their expertise and support during the whole planning process.

We can offer & arrange the following:

- *Ceremonies/Celebrations, Partnerships, Renewal of Vows & Naming Ceremonies*
- *Regal Red carpet or Cream carpet welcome*
- *Exclusive use of the entire Hotel for you & your guests to relax and enjoy*
- *Casino tables for a fun evening and laughter*
- *Table centrepieces either Crystal Candelabras and or Fishbowl Arrangements*
- *Your choice of Canapés & Aperitifs served in our Bar & beautiful gardens*
- *Your choice from a selection of wines to complement your menu*
- *Champagne or sparkling wine for toasting*
- *Tables elegantly set with white linen cloths & napkins*
- *Chairs beautifully dressed in white covers & organza sashes*
- *Silver stand & knife for your Cake*

Your Ceremony & Choice of Room

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, Banquet Room & Beautiful Gardens are ideal settings for Wedding & Naming Ceremonies & Partnerships.

Our Coffee Room with its high ceilings, original fireplace and French doors leading out onto our stunning gardens, offers the most idyllic surrounding for a private & intimate ceremony or occasion, seating up to 20-25 guests for a ceremony, 14 for a Wedding Breakfast and up to 25 for a standing Buffet Reception.

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 120 guests for a ceremony, up to 110 for a Wedding Breakfast and up to 150 for a standing Buffet Reception. The room can offer both the acoustics and space for your ideal evening reception to enjoy the atmosphere of a live band or to dance the night away with a DJ.

Our Adam Room with original wood panelling & traditional feel creates a warm dining experience, seating up to 40 for a Wedding Breakfast and up to 50 for a standing Buffet Reception.

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

You can contact our highly recommended Independent Civil Celebrant to conduct your beautiful bespoke Ceremony or Celebration. Choosing a Civil Celebrant, releases you from many, if not all of the usual restrictions and limitations that are usually bestowed upon you, when deciding such things such as the content and location of your wedding ceremony.

With a Civil Celebrant, you are able to have a direct input in the wording of your vows and add your own very personal flavour to your day. After all it is your day, so why not do it your way and design a wedding ceremony that is tailor-made for you, including words and themes that are special and have personal meaning to you both.

Beverley will work with you to create a very personal ceremony that is especially for you.

To discuss this further please contact

Beverley Bulmer on 07901 888122 OR enquiry@lovingceremonies.co.uk

www.lovingceremonies.co.uk

If you wish to ensure that your ceremony has all the legal requirements for marriage in the United Kingdom, it would be necessary for you to book a marriage at your local registry office. This can be done very simply and cheaply (usually around £45) and many couples choose this to be a very casual experience, as a means of ticking the boxes, to then have their chosen personalised wedding ceremony with a celebrant, either later the same day, or within a few days.

Creating Your Day

We are renowned for our flexibility and for providing you with what you want for your day. You create your day just the way you want it to be. We work with you to fulfil your needs for the day.

Throughout the rest of this brochure, you can either:

Hire our facilities and then add your own choice of food and drinks and services to keep the day really flexible for you and your tastes

or

You can simply select one of our specially designed packages and if you wish, we can even tailor the package to your needs

Wedding Packages

Here at The Grange Country Hotel, we appreciate that organising your perfect day can be a daunting task. To make the process simpler and less overwhelming you can choose one of our packages. They have been compiled to incorporate the most important elements.

Of course, if our packages do not suit your requirements, we can help you plan your day with individual arrangement and separate room hire.

- ***Ruby*** – includes all the essentials minimum 50 guests
- ***Diamond*** – includes all the essentials and more minimum 50 guests
- ***Pearl*** – small intimate wedding up to 40
- ***Bespoke*** – create your own any number of guests

Ruby Package

- *Banquet Room from 3pm until 12 midnight*
- *Silver Stand & Knife for Cake*
- *White or Black Table Linen, White Linen Napkins*
- *Welcome Red Carpet or Cream Carpet*
- *Announcement into the room by a member of our staff*
- *Use of our Sound System for Background Music*
- *Bucks Fizz or Fresh Orange Juice arrival drinks for all of your guests*
- *Three course Wedding Breakfast for your guests (Choice of Soup, Roast Chicken or Vegetarian, Chocolate Brownie or Apple Crumble)*
- *A third of a bottle of our House Wine for each of your guests*
- *Evening Buffet of Sausage Baguette & Potato Wedges **or** Selection of Open Topped Bacon Rolls & Potato Wedges for your day guests (evening guests are extra)*
- *White or Black Chair Covers with your choice of colour organza sash from our range*
- *Bridal suite on the night of your wedding*

Price any day - £90 per adult, child £45 (includes welcome drink, 3 course meal, table drink, evening buffet)

Prices quoted on a minimum of 50 adult guests

*If you are also holding a ceremony at The Grange, the ceremony fee must also be added to these prices
If you are commencing your day before 3pm a further charge applies as listed on our tariffs page*

Diamond Package

- *Banquet Room from 2pm until 12 midnight*
- *Silver Cake Stand & Knife*
- *Crystal Candelabras for guest tables during the day, replaced with a lower fishbowl arrangement for the evening*
- *Welcome Red Carpet or Cream Carpet*
- *Announcement into the room by a member of our staff*
- *Use of our Sound System for Background Music*
- *Silver Cake Stand & Knife*
- *White or Black Table Linen, White Linen Napkins*
- *White or Black Chair Covers with your choice of colour organza sash from our range*
- *Sparkling Wine or Pimm's and/or Fresh Orange Juice arrival drinks for all of your guests*
- *A third of a bottle of our House Wine for each of your guests*
- *Three course Wedding Breakfast for your guests*
- *Toasting Sparkling Wine with your speeches for all of your day guests*
- *Coffees at the end of your meal for all of your day guests*
- *5 Item buffet consisting of Sausage Rolls, Quiche, Potato Wedges, Chicken Drumsticks & Hot Pasta or Salad for your day guests (evening guests are extra and supplementary options are chargeable) or*
- *Bridal suite on the night of your wedding*

Price any day - £119 per adult, child £55 (includes welcome drink, 3 course meal, table drink, toasting drink, evening buffet)

Prices quoted on a minimum of 50 adult guests

*If you are also holding a ceremony at The Grange, the ceremony fee must also be added to these prices
If you are commencing your day before 2pm a further charge applies as listed on our tariffs page*

Example Ruby Package Wedding Pricing

Wedding Reception taking any day in year total cost for 50 days guests, and the same number of evening guests based on the following services.

Ceremony Fee from 3pm onwards £200

50 x Adults Ruby Package from 3pm onwards @ £90 per adult £4,500

Includes - Arrival Drink, Chair Covers, 3 Course Wedding breakfast, Table Wine, Evening Buffet for your day guests, Bridal Suite on the night of your wedding

50 x Additional evening buffet @ £15 per person £750

Total 50 day & 100 evening guests

Total Cost with Ceremony £5,450 VAT included
Total Cost without Ceremony £5,250 VAT included

Note a further fee applies if your ceremony or reception starts before 3pm. The extra charge is a fee of £250 per hour for each hour before 3pm.

Example Diamond Package Wedding Pricing

Wedding Reception taking any day in year total cost for 50 days guests, and the same number of evening guests based on the following services.

Ceremony Fee from 2pm onwards £200

50 x Adults Diamond Package from 2pm onwards @ £119 per adult £5,950

Includes Crystal Candelabras, Chair covers for your day guests, Arrival Drink, 3 Course Wedding breakfast, Table Wine, Coffee at the end of your meal, Toasting Wine, Evening Buffet for your day guests, Bridal Suite on the night of your wedding

50 x Additional evening buffet @ £18 per person £900

Total 50 day & 100 evening guests

Total Cost with Ceremony £7,050 VAT included
Total Cost without Ceremony £6,850 VAT included

Note a further fee applies if your ceremony or reception starts before 2pm. The extra charge is a fee of £250 per hour for each hour before 2pm.

We can tailor your day to meet your budget, contact us if you were thinking of something different or if you had a different budget in mind

Pearl Package - Intimate Weddings

For our Pearl Package, we can cater from 20 to 40 people. Your package includes.

- *Adam Room for the whole day*
- *Silver Stand & Knife for Cake*
- *White or Black Table Linen, White Linen Napkins*
- *Welcome Red Carpet or Cream Carpet*
- *White or Black Chair Covers with your choice of colour organza sash from our range*
- *Bucks Fizz or Fresh Orange Juice arrival drinks for all of your guests*
- *Three course Wedding Breakfast for your guests*
- *A third of a bottle of our House Wine for each of your guests*
- *Coffees at the end of your meal*
- *Bridal suite on the night of your wedding*

£65 per person

Prices quoted on a minimum of 20 adult guests

Creating Your Own Bespoke Package.... I did it My Way

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 getting married*
- *Think about which function rooms of ours you would like to hire and look up the hire cost of the room(s) in our Tariff's page*
- *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*
- *Add the cost of one of our barbeques / hogg roast or buffet options*
- *We can alternatively tailor a menu to suit your needs and your budget*
- *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

Wedding Tariff

Ceremony

We can put you into contact with our Celebrant who can perform your services from Wedding Ceremonies/Celebrations to Naming and Commitment Ceremonies.; this service is available for parties of 4 to 125. They are also able to hold Charges are as follows:

Ceremony day £200

Banquet Room Charges

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

- **2pm – 12midnight** £850
- **6pm – 12midnight** £500

A further charge is applied for use of the Banquet Room before 2pm. The extra charge is a fee of £250 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 - £250*
- *For bookings involving a 3-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) thereafter a £75 per hour*
- *For bookings involving a 3-course meal of under 20 people – £250 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 - £200*
- *For bookings involving a 3-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) thereafter a £75 per hour*
- *For bookings involving a 3-course meal of under 12 people – £200 or else the hotel reserves the right to make the room non-exclusive*

Exclusive use

The Grange Country House is available for exclusive use hire. For a hire charge of £2,000 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 £2,000), have a minimum of 50 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 £15 per still bottle, and £20 per sparkling bottle.

Pearl, Ruby, or Diamond Menus

- *Adult 3 Course Meal £45*
- *Adult 2 Course Meal £35*

Outside Catering

Your own caterers can be hired for the occasion if you so wish. In order to take this up, please contact the hotel for a price list and details of how this operates. On this basis there will be no provision of staffing, nor 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 £250 per hour after midnight for each hour beyond midnight.

Wedding 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 four 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 three full sized tables, consisting of a roulette table and a black table. We have a poker table that we use as a blackjack table. A bottle of Wine prize will be offered to your highest playing guest. The cost is £250 (one table) or £395 (roulette and blackjack table) or £550 for all three tables operational for a 3-hour period. Include either our Adam Room or Coffee room to host these tables for an extra £100 or £75 for use of these rooms for the duration.

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. £3.95 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, £4.25 per cover including the organza sash.

Marquees

Marquees can be used by prior arrangement. 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.

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

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

~Red Onion & Goats Cheese Filo Tart~

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

~Mille Feuille & Sun blushed Tomato Tapenade~

~Crostini with Sun Blushed Tomatoes & Grated Italian Cheese~

~Sesame Prawn Toast~

~King Prawns in a light Filo Pastry~

~Smoked Salmon Bilinis with a Horseradish Cream~

~Shredded Duck & Plum Sauce Tacos~

~Assorted Mini Quiche~

Aperitifs

Sparkling Wine Based Drinks Canapés

~Bucks Fizz £4.50~

~Sparkling Wine £5.50~

~Kir Royal – Sparkling wine & Crème de Cassis £5.50~

~Bellini- Sparkling wine & Peach puree £5.50~

~Fraise Royal - Sparkling wine & Strawberry puree £5.50~

Classic Drinks

~Mulled wine £4.50~

~Summer Pimm's with fresh fruit, cucumber & mint £4.75~

~Winter Pimm's with warm apple & orange juice £4.75~

~Champagne £10.50~

Soft Drinks

~Fresh Orange Juice £3.00~

~Fresh Apple Juice £3.00~

~Fruit Punch £3.00~

Sundries

~Coffee £2.80~

~Coffee and homemade mint chocolate £3.90~

~Shot of Pink Champagne Sorbet (either pre mains course pallet cleanser or pre dessert) £2.50~

~Plating and Serving Your Wedding Cake £2.50~

~Petit Fours £4.50~

Pearl, Ruby, or Diamond 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 £4.00 per person.

STARTERS

~Soup of your choice~

~Sweet red onion & cheese tart – choice of cheese stilton or brie~

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

~Ham Hock & Leek terrine, Piccalilli, homemade bread~

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

~ Ravioli of Mushroom & Goats Cheese, Garlic Cream Sauce~

MAINS

~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 Pork Tenderloin stuffed with Apricot, Apple & Ginger, Gravy ~

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

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

~Slow Cooked Beef, Creamed Potato, Beef Gravy ~ (supplement of £5per person on Ruby Package)

~Goat's cheese, Spinach & Red Onion Pithivier, Parsley & Garlic Sauce, Courgette, Chilli & Rocket Salad~

~Mushroom, Roasted Red Onion & Pasta Bake~

DESSERTS

~Cheesecake of your choice~

~Chocolate Tart, fresh Raspberries, Raspberry Sorbet, Hazelnut Brittle ~

~Caramelised Lemon Tart, Raspberry Sorbet~

~Sticky Toffee Pudding, Caramel Sauce, Vanilla Ice Cream~

~Strawberry Eton Mess~

~Apple or Rhubarb Crumble, Vanilla Ice Cream or Crème Anglais~

Vegetarian & Vegan Options

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.

STARTERS

*~Poached pear, stilton mousses, caramelised walnuts~ **Gluten Free***

*~Sweet red onion & cheese tart- choice of stilton or brie~ **Can be Gluten & Dairy Free***

*~Chargrilled Vegetable & Halloumi Terrine~ **Gluten Free & Can be Dairy Free***

*~Ravioli of Mushroom & Goats Cheese, Garlic Cream Sauce~ **Can be Gluten Free & Can be Dairy Free***

*~Spinach & Ricotta Cheese Ravioli~ (min 5 portions) **Can be Gluten Free & Can be Dairy Free***

MAINS

*~Mushroom, Roasted Red Onion & Pasta Bake~ **Can be Gluten Free & Can be Dairy Free***

*~Pea, Herb & Parmesan Risotto topped with Parmesan~ **Gluten Free & Can be Dairy Free***

~Wild mushroom & asparagus linguine, Béchamel Cream sauce, garlic Ciabatta~

*~Red onion, sun blush tomato & goats cheese tart, red pepper coulis, warm salad of edamame bean, broad bean, pea and new potatoes~ **Can be Gluten Free & Can be Dairy Free***

*~Spicy chick pea & tomato tagine, with basmati rice, Mediterranean flat bread~ **Can be Gluten Free & Dairy Free***

*~Aubergine, tomato & parmesan bake, Italian dressed salad~ **Gluten Free & Can be Dairy Free***

*~Halloumi cheese stuffed peppers, steamed rice~ **Gluten Free & Can be Dairy Free***

*~Mushroom & Artichoke Charlotte, Tarragon & Wild mushroom Cream Sauce~ **Can be Gluten Free & Can be Dairy Free***

VEGAN DESSERTS

*~Vegan Peanut Butter Cheesecake~ **Can be Gluten Free***

*~**Gluten Free & Vegan** Chocolate Brownie, Raspberry Sorbet or Coconut Ice Cream~*

*~**Gluten Free & Vegan** Sticky Toffee Pudding, Toffee Sauce, Dairy Free Vanilla Ice Cream~*

Children under 10 Bespoke Package £24.50

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.

STARTERS

~Tomato Soup~

~Prawn Cocktail ~

~Fan of seasonal Melon ~

MAINS

~Roast Chicken with seasonal vegetables & Roast Potatoes~

~Home-made Fish Fingers with Hand Cut Chips ~

~ Home-made Chicken Goujons with Hand Cut Chips ~

DESSERTS

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

Hog 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 - £17.50 per person

Your 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 Options

Menu 1

£15.00 (minimum of 10 persons)

*Potato Wedges
Chicken Drumsticks
Quiche
Sausage Rolls*

Menu 2

£18.00 (minimum of 10 persons)

*Potato Wedges
Chicken Drumsticks
Quiche
Sausage Rolls
Hot Pasta or Salad*

Menu 3

£28.00 (minimum of 25 persons)

*Salad
Potato Wedges
Vegetable Pakoras
Hot Pasta Dish
Chicken Drumsticks
Quiche
Sausage Rolls
Springs Rolls*

Menu 4

Pick & Choose (minimum of 25 persons)

Choose any at £3.75 per item per person

Snack Items

Sesame Prawn Toast

Sausage Rolls

Vegetable Samosas

Vegetable Pakoras

Mini toad in the Hole

Vegetable Pakoras

Chicken Drumsticks

Vegetable Pakoras

Quiche

Mini Vegetable Springs Rolls

Desserts

Mini Cheesecake of your Choice Mini Pavlovas

Bite Sized Triple Chocolate Brownie Pieces

Bite Sized Glazed Fruit Tartlets

Mixed Fruit Salad

Pasta & Salad

Pasta with Roasted Vegetables & Cheddar Sauce

Baked 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

Potato Salads & Dishes

Potato Wedges

Potato, Spring Onion & Red Onion Salad

Sandwiches, & Bagels

(Choose any at £4.50 per item per person)

Assorted Sandwiches or Bagels (all a mixture of Meat, Fish & Vegetarian)

Suppliers Directory

All Special Occasions - Wedding Stationary - www.allspecialoccasions.net

*Sight and Sounds - Entertainment - www.sightsnsounds.co.uk -
info@sightsnsounds.co.uk*

*Party on Disco - Entertainment - www.partyondisco.com -
djkev@partyondisco.com*

Steve Williams – Toastmaster - stevethetoastmaster@hotmail.com

Elite Cakes – Wedding Cakes – www.elitecakesandbuffets.co.uk

Amazing Cakes by Jean – Wedding Cakes -www.amazingcakesbyjean.co.uk

*Ayesha K Photography – www.ayeshakphotography.co.uk
info@ayeshakphotography.co.uk*

*Hopes Balloons – www.hopes-thepartypeople.co.uk
hopestableware@hotmail.com*

*Crown Joolz – Wedding Dresses - www.crownjoolz.co.uk
info@crownjoolz.com*

*Greenwoods Men's Wear – www.greenwoodsonline.com
info@greenwoodsonline.com*

Brooks Vintage Car Hire – www.brooksvintagecarhire.co.uk

Cozy Dreams– www.cozy-dreams.co.uk

Wedding Checklist

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

❑ **Payments**

- ❑ *A non-refundable deposit of £800 plus signed terms and conditions required on booking*
- ❑ *A second deposit payment of £800 is payable 6 months prior to your wedding*
- ❑ *Final Invoice is to be paid in full 4-weeks before the wedding day, based on final numbers (no cancellations in numbers acceptable after this date)*

❑ **Registry Office**

- ❑ *On booking your wedding, if you are having your ceremony at The Grange you will need to book the registrar from Bury St Edmunds Registry*

❑ **Bedrooms**

- ❑ *Book your bridal suite and bedrooms needed for your guests, you may provisionally book rooms for your guest, but your guests will need to confirm with their credit card details, else you will be liable for the payment of the rooms*

❑ **Wedding Meetings**

- ❑ *Initial meeting to discuss your requirements, choose possible package and obtain quote, confirm date, pay deposit to secure the date.*
- ❑ *You should organise first meeting within 4-6 weeks of booking to discuss skeleton arrangements of your day, in order to support you in planning your big day*
- ❑ *You should organise a second meeting around the time of your second payment or at any time before. This will be to discuss wines and finer details on timing and numbers of attending guests, updated quote will be compiled*
- ❑ *By the second meeting, provide details of all equipment coming to the hotel from third party suppliers*
- ❑ *You should organise your third meeting at least 6 weeks before no later 4 weeks, when you are ready to confirm your final details on timing, numbers, and any final arrangements*
- ❑ *Please note that the above meeting schedule is usually sufficient and a guideline, you may well have all the information we require after two meetings or equally you may feel the need for an extra meeting, if this is the case and you require more than 3 meetings there may be an addition charge of £25 per hour for every extra meeting*
- ❑ *Provide a complete list of all guests attending including their menu choices if applicable, with any dietary requirements, minimum 4 weeks before*
- ❑ *Provide a table plan layout of your guests identify all guest with dietary requirements, children and any highchairs required (subject to availability)*
- ❑ *Please provide a list of all guests attending for the hotels fire regulations*

❑ **Music**

- ❑ *Provide a CD of your ceremony / dinner music minimum 1 week before to ensure working with current systems. Alternatively, if using iPod/iPad/iPhone or other please test a week before that all is working with The Grange Hotel*