



Country House Hotel, Restaurant & Spa
Barton Road, Thurston, Bury St. Edmunds, Suffolk, IP31 3PQ

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Conference Brochure

Perfect for a conference location, 3.5 miles from the town centre of Bury St Edmunds, 20 miles from Ipswich, 35 miles from Cambridge.

With free parking for around 70 cars, free Wi-Fi in all of our conference rooms, 3 to 5 different sized conference rooms, and 18 comfortable bedrooms, we offer a wonderful array of conference facilities from 2 to 130 delegates.

Our AA Rosette award-winning restaurant demonstrates that we offer a seasonal, varied and exciting home cooked food menu for your day. We very much bespoke and tailor to your needs and budget.

For bookings please call our management team on 01359 231260 who will be happy to help with any questions and arrange a guided tour.



Conference Room Capacities

	Theatre	U Shape	Hollow Square	Board Room	Class Room	Cabaret	Banquet
Banquet Suite 17m x 8m	130	30	30	24	32	75	110
Adam Room 8m x 5.5m	40	16	22	22	12	20	40
Coffee Room 5.8m x 4.68m	25	N/A	N/A	16	N/A	N/A	N/A
Garden Room	N/A	14	16	12	N/A	N/A	N/A



Conference Room Packages
(Minimum numbers apply)

<p align="center"><u>DAY DELEGATE RATE</u> <u>PACKAGE 1</u> £19.65 inclusive of VAT (Minimum numbers apply)</p> <ul style="list-style-type: none"> • Meeting room hire • 3 Servings of Tea, Coffee & Biscuits (arrival, mid-morning and afternoon), Served in Paper Cups • Cordial & Iced water • Option 1 buffet lunch (Assortment of Sandwiches & Crisps) • Free Equipment Hire of 1 Screen and 1 Flipchart with 1 Pad of Paper • Free Parking • Free Wi-Fi 	<p align="center"><u>DAY DELEGATE RATE</u> <u>PACKAGE 2</u> £30.05 inclusive of VAT (Minimum numbers apply) (Minimum numbers apply)</p> <ul style="list-style-type: none"> • Meeting room hire • Tea or Coffee & Danish on arrival • Morning tea or coffee & biscuits • Cordial & Iced water • Buffet Lunch Chosen from Our Option 5 Buffet Below • Afternoon tea or coffee & biscuits • Free Equipment Hire of 1 Screen and 1 Flipchart with 1 Pad of Paper • Free Parking • Free Wi-Fi
<p align="center"><u>DAY DELEGATE RATE</u> <u>PACKAGE 3</u> £36.30 inclusive of VAT (Minimum numbers apply)</p> <ul style="list-style-type: none"> • Meeting room hire • Tea or Coffee & Danish on arrival • Morning tea or coffee & biscuits • Cordial & Iced water • 7 Item Buffet Lunch Chosen from Our Option 4 Buffet Below (Must be pre-ordered at least 10 days in advance, otherwise we will choose the menu for you) • Afternoon tea or coffee & biscuits • Free Equipment Hire of 1 Screen and 1 Flipchart with 1 Pad of Paper • Free Parking • Free Wi-Fi 	<p align="center"><u>DAY DELEGATE RATE</u> <u>PACKAGE 4</u> £22.65 inclusive of VAT (Minimum numbers apply)</p> <ul style="list-style-type: none"> • Meeting room hire • 3 Servings of Tea, Coffee & Biscuits (arrival, mid-morning and afternoon), Served in Paper Cups • Cordial & Iced water • Option 2 buffet lunch (Assortment of Sandwiches, Chips & Fruit) • Free Equipment Hire of 1 Screen and 1 Flipchart with 1 Pad of Paper • Free Parking • Free Wi-Fi
<p align="center"><i>Minimum numbers: 25 Banquet Room, 10 Adam Room, 6 Coffee Room</i></p>	
<p align="center"><u>DINNER BED & BREAKFAST RATE</u> From £101.50 inclusive of VAT, for a standard room or £121.50 for a superior room, single occupancy</p>	



Conference Facilities

<u>Room Hire</u>	Half Day	Full Day	Evening (7pm-10pm)
Banquet Room (17m x 8m)	£150.00	£250.00	£70.00
Adam Room (8m x 5.5m)	£95.00	£125.00	£40.00
Coffee Room (5.8m x 4.68m)	£75.00	£100.00	£30.00

<u>Equipment Hire</u>	
Computer Laptop Hire	£75.00 (per day)
Microphones	£50 for a set of microphones
Lectern	£15.00 (per day)
LCD Projector (with Screen)	£35.00 (per day)
Screen alone	£10.00 (per day)
Flipchart with 1 Pad of paper	£12.50 (per day)
Extra Flipchart Paper Pads	£7.50 per pad

<u>Other Services</u>	
Photocopies	£0.10 per sheet (black and white) £1.00 per sheet (colour)
Fax outgoing (UK)	£1.35 per sheet
Fax outgoing (abroad)	£2.60 per sheet
Fax incoming	£1.35 per sheet
Secretarial services – price on application	

<u>Refreshments / Extras</u>	
Tea or Coffee per serving (including biscuits) (china cups)	£2.35
Tea or Coffee per serving (including biscuits) (paper cups)	£1.95
Tea or Coffee per serving (no biscuits) (paper cups)	£1.75
Jug of Orange Juice (serves approx 8 delegates)	£10.00
Still or Sparkling Mineral Water (per 750ml bottle)	£3.50
Extra Biscuits (per delegate)	£0.50
Bacon or Sausage Roll (per delegate, per roll)	£2.60
A selection of croissants and Danish Pastries (per delegate)	£1.95
A full English breakfast, including tea or coffee (per delegate)	£11.95
Fruit Platter, per delegate	£2.50



Conference Buffet Menus

(all menu options are for a minimum of 10 delegates)

Option 1

£5.95 per person

Assortment of Sandwiches (meat, fish & vegetarian)
Crisps

Option 2

£8.95 per person

Assortment of Sandwiches (meat, fish & vegetarian)
Chips & Fruit Platter

Option 3

£9.95 per person

Selection of Finger Sandwiches (Smoked Salmon & Herb Crème Fraiche; Corn Fed Chicken, Rocket & Wholegrain Mustard; Cucumber Cream Cheese & Watercress)
Scones with Clotted Cream & Jam
Tea

Option 4

(minimum of 5 items at £2.95 per item per person)

Breads, Sandwiches & Wraps

Assorted Sandwiches
Assorted Bagels
Assorted Wraps
Assorted Baguettes
All a mixture of Meat, Fish & Vegetarian
Garlic Bread

Pasta & Salad

Tomato, Mozzarella & Basil Salad
Mixed Leaf Salad
Coleslaw
Roasted Vegetable Cous Cous
Potato, Spring Onion & Red Onion Salad



Potato Dishes

Spiced Potato Wedges
Mini Jacket Potatoes with Accompaniments
Buttered New Potatoes

Snack 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

Option 5

(£14.95 per person, minimum of 20 persons)

Examples of offerings

Free Range Chicken & Mushroom Pie with New Potatoes

Followed by

Apple Crumble & Custard

or

Newmarket Sausages with Mash & Onion Gravy

Followed by

Fresh Fruit

or

Shepherd's Pie, Garden Peas

Followed by

Pear Tart & Custard

or

The Grange Fish Pie, Garden Peas

Followed by

Steamed Sponge & Custard

All prices include VAT (standard rate)

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

Please speak to a member of management.



Conference Booking Form

Please complete the following form for the requirement of your conference, we will then send a completed contract to sign and return back

Company name:			
Date of Conference			
Address:			
Telephone number:			
Contact name:			
Number of delegates			
NB. (To be confirmed 14 days before the event, these then will be the minimum numbers you will be charged for)			
How will the account be settled			
Conference Room Required			
Access time to room:		Arrival time of delegates	
Finish time of conference:		Vacate room:	
Seating arrangements:	Theatre ()	Boardroom ()	Classroom ()
	Cabaret ()	U Shape ()	Other:

Day Delegate Package		Buffet Option	
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Refreshments	Number of Delegates	Time Required
Arrival tea and coffee		
Mid morning tea and coffee		
Lunch		
Lunch Tea and Coffee		
Afternoon Tea and Coffee		
Orange Juice		
Biscuits		
Evening Meal		

Equipment Required	Laptop		Microphone
	Flipcharts		LCD



	Screens		Extra Flip Pad	
	DVD Player		Lectern	

Additional Requirements _____

Do you require a written quote Y/N

BOOKING TERMS AND CONDITIONS OF BUSINESS CONFERENCE/GROUP BOOKINGS

Provisional Bookings

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

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

Confirmation

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

Credit facilities

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

Final Payments

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

Amendments, Cancellations and Reductions in numbers

i. In the unfortunate circumstance that you have to cancel your confirmed booking (conference rooms, bedrooms, food etc.) at any time prior to the event, the Hotel will make every effort to resell the facilities on your behalf. Any cancellations or partial cancellation must be confirmed in writing and the facilities you have reserved cannot be released for resale until this is received and acknowledged.

ii. Definitive cancellation charges due can only be confirmed to you after the intended date of the event, when we may reduce the charge where alternative business has been secured.

iii. In the event of the Hotel being unsuccessful in re-selling the space or bedrooms created by the cancelled or amended booking, cancellation charges will be made as follows:

Period of Notice Charge (of original booking value)

Over 90 days 20%

28 – 90 days 50%

14 – 27 days 75%

Less than 14 days Full charge

Non-Arrival charges

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



Amendments or Cancellation by the Hotel

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

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

Supply of Information

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

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

Charge/ Payments

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

Finishing Times

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

Damage

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

Valuables

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

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 wedding cakes. A corkage facility is in place for those guests wishing to bring their own wine. The cost is £9 per still bottle, and £15 per sparkling bottle.

Miscellaneous

- The Hotel reserves the right to change the client's events to a different room in the Hotel if numbers fall from those originally contracted for.



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

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.

We have car parking space for 70 cars approximately

If you are likely to exceed this number, we have the following options available to you.

If neither of the options are chosen prior to the day and on the day, the number of vehicles exceed the spaces or are too large and take up more than 1 space we will automatically charge Option 2 - £200 to accommodate the vehicles.

Option 1

We can operate a shuttle bus from the hotel car park to the nearby village. This will allow guests to park on safe residential streets. We will escort a group of people into the village just a 2-minute drive.

We charge £425 incl VAT for this service.

Option 2

A neighbouring property is able to offer up some car parking facilities for approximately 60 vehicles. The day must be dry to do this; otherwise cars cannot be parked on the site.

We charge £200 incl VAT for this service.