

Meeting, Conferences and Seminars at

The Grange at Osborne

Hotel & Restaurant



The Grange at Osborne is a beautiful, three-star country house hotel, set within the rolling hills of West Dorset.

- One mile from the charming town of Sherborne
- Seven miles from Yeovil.
- Within close proximity to both the A303, and A30
- Five minutes from Sherborne mainline railway station

Formerly a manor house, The Grange is now a luxury country house hotel with eighteen bedrooms and a delightful two-Rosette restaurant overlooking the floodlit gardens. We offer facilities that are ideal for smaller meetings and larger conferences. We also host product launches and seminars arranged by various service providers.



The hotel is in a quiet, country setting - a place where delegates and guests will be undisturbed and will be able to focus more effectively on the subject matter.



The Wessex Room

The Wessex Room has mahogany wood panelling from floor to ceiling, with large windows overlooking the front of the hotel. This room offers full blackout facilities, internet access (WiFi), and natural daylight.

Capacities

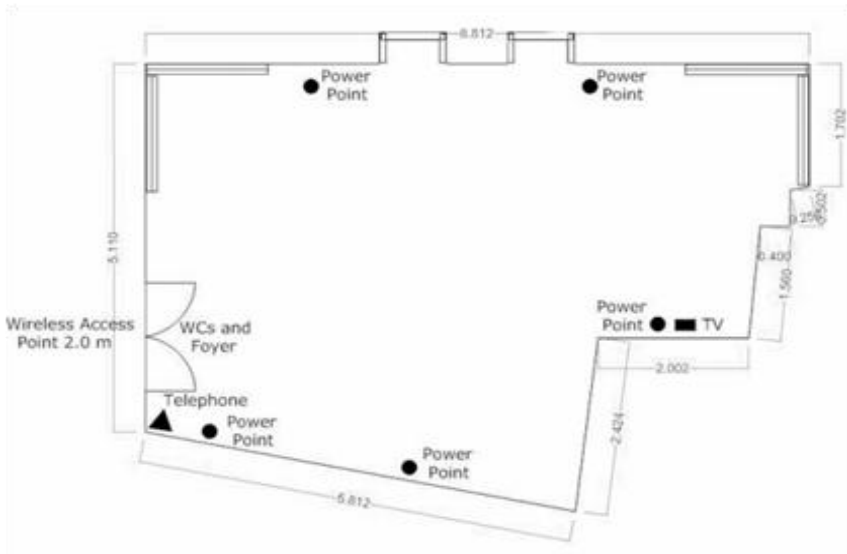
Boardroom:	26
Classroom:	18
Theatre:	40
Dining:	26

Dimensions:

5.5m x 8.5m



The Wessex Room



This room has full wheelchair access

The Regent Room

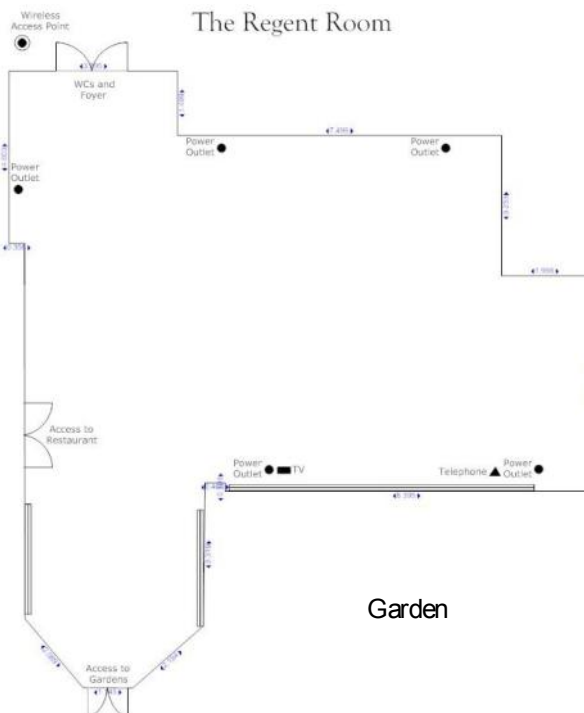
An elegant room finished in the Regency style with cream painted wood panelling to dado rail height. The room has full height windows along an entire wall and direct access to the garden through a conservatory. This room offers internet access (WiFi) and an abundance of natural daylight. This room does not have blackout facilities.

Capacities

Boardroom:	34
Theatre:	60
Classroom:	60
Cabaret:	60
U-shape	30

Dimensions:

11.3m x 8.3m



This room has full wheelchair access

Tariff

Half day delegate rate without lunch £15.95 per person:

- Tea and coffee on arrival
- Tea and coffee with pastries, morning or afternoon

Half day delegate rate £25.95 per person:

- Tea and coffee on arrival
- Tea and coffee with pastries, morning or afternoon
- Lunch (option 1)

Day delegate rate £35.95 per person:

- Morning tea and coffee on arrival
- Morning tea and coffee with pastries
- Afternoon tea and coffee with biscuits
- Lunch (option 1)



24 hour delegate rate £148.95 per person:

- Morning tea and coffee on arrival
- Morning tea and coffee with pastries
- Afternoon tea and coffee with biscuits
- Lunch (option 1)
- Two-course evening meal
- Single occupancy of a standard double room
- Full English and continental breakfast

All delegate rates include:

- The hire of the meeting room
- A4 pads and pencils
- Mineral water, cordial and mints

Room only hire

The Wessex Room

Half-day £50.00

Full Day £75.00

The Regent Room

Half-day £100.00

Full day £150.00



All prices are inclusive of VAT

Menus

Our meeting menus provide a selection of options, from light dishes to a more substantial meal. All items are freshly prepared and cooked, wherever possible using local, seasonal produce.

Option 1 is included in the half day, full day and 24 hour rate. Should you prefer one of the other menus for your meeting, please add the appropriate supplement to the delegate rate.



Option 1 - Finger Buffet

Open Sandwiches, Sausage Rolls, Samosas and Bruschetta

Included in delegate rate (or £9.95).

Option 2 - Fork Buffet

Fish Platter, Cured Meat Platter, Mixed Leaf Salad, Coleslaw and two of the following salads:

Pasta · Cous Cous · Potato · Tricolore · Greek

Minimum of 10 delegates.

£4.00 supplement to delegate rate (or £13.95).



Option 3 - Hot Buffet

Please choose two of the following Main Courses:

Chicken Curry · Beef Bourguignon · Steak & Ale Pie · Chicken & Vegetable Pie · Stew & Dumplings · Lasagne

Please choose one/two of the following desserts:

Bread and Butter Pudding · Apple Crumble
Trifle · Lemon Posset · Bakewell Tart



Minimum of 10 delegates. £9.00 supplement to delegate rate (or £18.95).

Option 4 - Two Course Restaurant Menu

Choose from the Restaurant Lunch Menu.

Up to 15 delegates: Order during morning coffee.

£11.00 supplement to delegate rate (or £20.95).



Additional Items

Extra tea/coffee per person	£2.50
Glass of house wine with Lunch per person	£3.75
Afternoon Tea with Scones and Clotted Cream per person	£6.00
Warm Croissant, Toast, Preserves and Fresh Orange Juice	£6.00

Other Facilities

Equipment

Flipchart and Pens	£ 25.00
1.5m Projector Screen	£ 20.00
Projector	£ 50.00
PA system and Microphone	£ 20.00
42" LCD Display	£125.00
Television and DVD	£ 25.00
Wooden easel and A1 sized wooden board	£ 5.00
Lectern	No charge
Wireless broadband connection	No charge



Items other than those listed may be available, please enquire.

Office facilities

- Receiving and sending emails
- Receiving and sending facsimiles
- Photocopying
- Colour printing
- Document stapling



Terms and conditions

1. A written confirmation is required to confirm the booking. This must be received within 14 days of the initial reservation.
2. The final number of those attending must be confirmed at least 48 hours before the event. Charges will be based on the confirmed number.
3. Our payment terms are 30 days after date of invoice. Payments received after this time may incur an interest charge.
4. Bookings cancelled within 48 hours of the hire date will incur a 25% cancellation fee. Bookings cancelled within 24 hours of the hire date will be charged in full. Charges relating to cancelled catering orders will be charged to the client in full.
5. Full-day hire is from 8.00 am until 5.30 pm, half-day is from either 8.00 am until 12.30pm or 12.30 pm until 5.30 pm. Longer periods may be available, please enquire.



Bedrooms

The Grange has eighteen hotel rooms with a mixture of different styles. Some bedrooms are traditionally decorated with silk throws and original fireplaces, whilst the newer rooms have a more contemporary feel. All rooms have



complementary Wi-Fi access. Some of our rooms have views across the rooftops of the village to the rolling Dorset hills beyond. Some have balconies; the perfect place for a leisurely morning coffee. Some have french windows onto the garden where you can enjoy a relaxing stroll across the lawn. In all of our rooms you will find comfortable beds, crisp white linen, refreshing showers and fluffy towels. You will awake relaxed and revived, looking forward to a hearty breakfast. We offer corporate rates to some local and international companies and their guests. Our rates are either B&B or DBB. Please contact us if you would like to discuss making these corporate rates available to your company.

Dining

The Grange Restaurant, situated at the rear of the hotel overlooking the gardens is **open seven days a week for breakfast, lunch and dinner**. The restaurant has been awarded 2 AA Rosettes for the standard of the food, is popular with hotel residents and is also a draw for local customers. The head chef, Nick Holt, sources his ingredients from within Dorset wherever possible and uses fresh ingredients to prepare dishes to tempt most palates.

We are able to cater for parties of up to 16 guests in the main restaurant, larger groups or private dinners can be accommodated in either The Wessex or Regent Rooms.

Our discrete staff provide friendly yet unobtrusive service allowing our guests to relax and enjoy their meals or continue with those important business discussions.



Other Functions

Private Dining

We will be pleased to host business lunches and dinners at the hotel. These can be of a formal or informal nature and can be held in the restaurant, or in the privacy of The Regent or Wessex Rooms.



Office Parties

Christmas is usually the season for the traditional office party, but why wait until then? We shall be happy to help you celebrate at any time of the year! Retirement parties are also frequently held at the hotel.



Cocktail and Canapé Parties

We are able to host informal drinks and nibbles parties. These are usually held in the early evening, perhaps to celebrate a particular business success! As an alternative, we will be pleased to arrange a more formal cocktail party - perhaps a little out of fashion for some years, we have noticed that they are becoming more popular once again.

