

# Business Bookings Tariff 2024

Please note: Any provisional unsecured bookings will be held for 7 days until the date is re-released.  
Bookings can be secured by submitting your booking preference form sent via an email link.  
Prices are from September 2023 – September 2024.

Venue Hire Price Monday – Friday <i>Inquire for weekend prices</i>	Per day: 8am – 4pm	Half Day: 4 hours (Between 8am & 4pm)	Evening: 6pm – 10pm	+ Extra Hours
<b>Orangery Suite Room</b> (max capacity 60 seated)	160	130	170	40 p/h
<b>The Dorset Room</b> (max capacity 10 seated)	120	100	130	30 p/h
<b>Marquee &amp; Gardens Use</b> <i>(Ideal for team building &amp; event days. Weekend pricing from £895.)</i>	695	395	420	95 p/h

Table Linen hire	<b>£120</b> (You may wish to consider table linen If marquee is required)
<b>Equipment Hire</b>	<b>£</b>
65" Interactive Monitor	<b>20.00</b>
Data Projector & Screen	<b>20.00</b>
Flipchart & Easel	<b>10.00</b>
WI-FI	<b>No Charge</b>
<b>Refreshments</b>	<b>£</b>
Coffee, Tea & Hot Chocolate	<b>1.40 per/serving</b>
Biscuit selection	<b>0.20 per delegate</b>
Squash: Litre jug	<b>2.00</b>
Fresh Juice: <i>J20, Ginger Beer, Bottled OJ etc</i>	<b>£3.00 Per glass bottle</b>
Soft Drink Cans: <i>Coke/Fanta/Dr Pepper, Rio etc</i>	<b>£2.20 Per Serving</b>
Fully Staffed bar opening charge	<b>£50</b>

## Catering:

**Catering for your team:** Currently, we don't offer catering directly from the Orangery Suite, however, we have external caterers that use our kitchen who are familiar with the Orangery Suite and come highly recommended with whom we have worked for many years. They are available to book direct:

<p><b>Sorrels Caterers:</b> <a href="http://sorrelscaterers.co.uk/business-catering/enquiries@sorrelscaterers.co.uk">sorrelscaterers.co.uk/business-catering/enquiries@sorrelscaterers.co.uk</a> 01202 882353</p>	<p><b>Dine Divine:</b> <a href="http://dine-divine.co.uk">dine-divine.co.uk</a> <a href="mailto:info@dine-divine.co.uk">info@dine-divine.co.uk</a> <a href="tel:07738565225">07738565225</a></p>
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*Use of our kitchen by guests will incur a supplementary fee.*

**Tariffs:** (excl. VAT)

**The Orangery Suite seats up to 60 delegates and includes access to the seated terrace area overlooking the grounds.**

Room charges:

- Full day from 8 am – 4 pm at £170.00.
- Half day for 4 hours between 8 am – 4 pm at £130.00.
- Evening bookings 6 pm – 10 pm at £160.00
- Plus £40.00 per hour for an extended stay.

**The Dorset Room seats up to 10 delegates and includes access to the decked terrace area overlooking the grounds.**

Room charges:

- Full day from 8 am – 4 pm at £120.00.
- Half day for 4 hours between 8 am – 4 pm at £100.00.
- Evening bookings at £130.00 6 pm – 10 pm at 130
- Plus £30.00 per hour for an extended stay.

**For business team building & event days:**

Monday – Thursday, The Orangery Suite and Gardens including all facilities can be hired at

- £695.00 giving you access to our Orangery Suite Room, full use of the 3-acre grounds and garden games plus use of a large airy marquee with tables seating up to 80 guests.

- Friday & Weekend prices from £895.00. (+ VAT)

**Refreshments:** (self-service from the automated cafetiere machine, to be added to the invoice after the booking)

Coffee, Tea & Hot Chocolate: £1.40 per/serving

Biscuits: £0.20 per delegate

Soft Drink Cans: £2.20 per serving. Coke/Fanta/etc Cans,

Fresh Juice: £3.00 per serving. J20, Ginger Beer, Bottled OJ etc

We can open our fully staffed bar for £50.

*Hot & refreshments are self-service from our automated machine which calculates servings.*

*This is generally billed along with venue hire post-booking. Cold refreshments are available on request.*

*If you wish to pre-order hot drinks and cold refreshments, we can leave the correct number of drinks and cups/saucers out for the team.*

**Equipment Hire:**

65" Interactive Monitor: £20.00

Data Projector & Screen: £20.00

Flipchart & Easel: £10.00

WI-FI - No charge

Due to licensing law, the venue closes at 11 pm Monday-Saturday & 10.30 pm Sunday.

Our completely secluded 18th-century walled garden is completely enclosed meaning privacy and seclusion for you and your guests.

The grounds are not open to the public so your guests will enjoy exclusive use of the beautifully landscaped walled garden to walk around.

**FAQs:**

**Can I provisionally book a space?** We can hold the Orangery Suite room for up to 7 days before the date is released. The booking date is secured when our online booking form is filled out and sent back to us.

**What floor is this meeting room on?** Ground Floor

**Does it have natural daylight?** Plenty of natural daylight. Central Heating. In the Summer months doors and windows can be left open where required.

**Is it fully soundproof for normal levels of conversation?** Yes

**Do you serve hot beverages?** Hot drinks are supplied via a self-serve machine that is counted per serving & is generally invoiced after the booking. Hot and soft drink pre-paid packages are available on request.

**Do you cater for clients?** We don't have in-house catering however we have a recommended list of caterers that are familiar with us and work alongside our venue: <https://www.theorangerysuite.co.uk/suppliers>

**Where will the catering be served?** Catering will be served on separate tables at the far end of the room in the Orangery Suite meeting room.

**Is the catering area private to the group?** Yes - Served at the end of the meeting room. We also have a decking area available outside.

**What parking do you have onsite and is this complementary?** Complimentary parking for

**How is payment made?** Payment should be made via BACS upon receiving itemised invoice after the booking date. A deposit may be required if multiple booking dates are required or for bookings made 6 weeks + in advance.

If you haven't visited us before we would love to show you around our beautiful gardens and all The Orangery Suite and Gardens have to offer.

**Ts & Cs:**

*Cancellations with less than 4 weeks' notice of the booking date will incur 100% payment of the room hire fee. The tariff prices listed are not VAT-inclusive.*

*The Orangery Suite Ltd accepts no responsibility for any personal injury, loss of or damage of personal property.*