

THE ATHENÆUM
BURY ST EDMUNDS

MEETINGS & EVENTS

PRESTIGE
VENUES & EVENTS

sodexo

ABOUT THE ATHENAEUM

With its elegant, white pillars and spectacular, chandeliered Ballroom, The Athenaeum is undoubtedly the most elegant venue in Bury St Edmunds.

This Georgian gem – recently featured in the David Copperfield adaptation – has been at the heart of the town since the 1700s; a versatile setting for conferences and meetings as well as dinners, parties and weddings.

Purpose built in the early 18th century as The Assembly Rooms, this Grade I-listed venue, re-named The Athenaeum in 1854, has welcomed thousands of visitors from near and far – and we would be delighted to welcome you.

All manner of corporate events from intimate meetings to AGMs and Gala dinners - can be hosted in this historic venue.

Catering and events at The Athenaeum are provided by Sodexo Prestige Venues & Events. This UK's leading catering and events company is partnered with over 45 of the country's best loved venues and at some of Britain's most visited museums, sports stadia, heritage sites and visitor attractions.

They also provide hospitality at some of Britain's most prestigious events, including Royal Ascot, the RHS Chelsea Flower Show, Henley Royal Regatta, RHS Hampton Court Palace Flower Show and The Open.

So, whatever your requirements, The Athenaeum – a venue steeped in history and elegance – is ideally placed to meet them.



WHY THE ATHENAEUM?



Quality

From the food we offer to the standards of service we provide, we pride ourselves on delivering first-class events. As part of Sodexo Prestige Venues & Events, we have the experience and expertise to ensure that every stage of your event, from the initial enquiry through to the delivery on the day, is exactly as you would want it to be.



Location

The venue is at the heart of the historic town centre, on Angel Hill, close to the beautiful Abbey Gardens and tourist attractions. For all conferences and meetings we can arrange free parking at a nearby car park. There is a good local bus and train service and the main A14 lies just 2 miles north of the town.



Bespoke

We understand that every event is unique and therefore we are happy to provide you with a bespoke quote tailored to your requirements and budget, without compromising on standards and quality.



Commitment

Our expert team is committed to delivering a professional, attentive and friendly service and goes the extra mile to guarantee the success of your event.

As a company, Sodexo Prestige Venues & Events operates a comprehensive Sustainability Policy, which includes the use of fair-trade locally sourced, sustainable food and recycling where possible.

SILVER DELEGATE PACKAGES

Up to 10 delegates

£29.00 + VAT per head

- Old Billiards Room
- Old Library
- Reading Room

11 – 50 delegates

£27.00 + VAT per head

- Reading Room
- Lounge

51 – 180 delegates

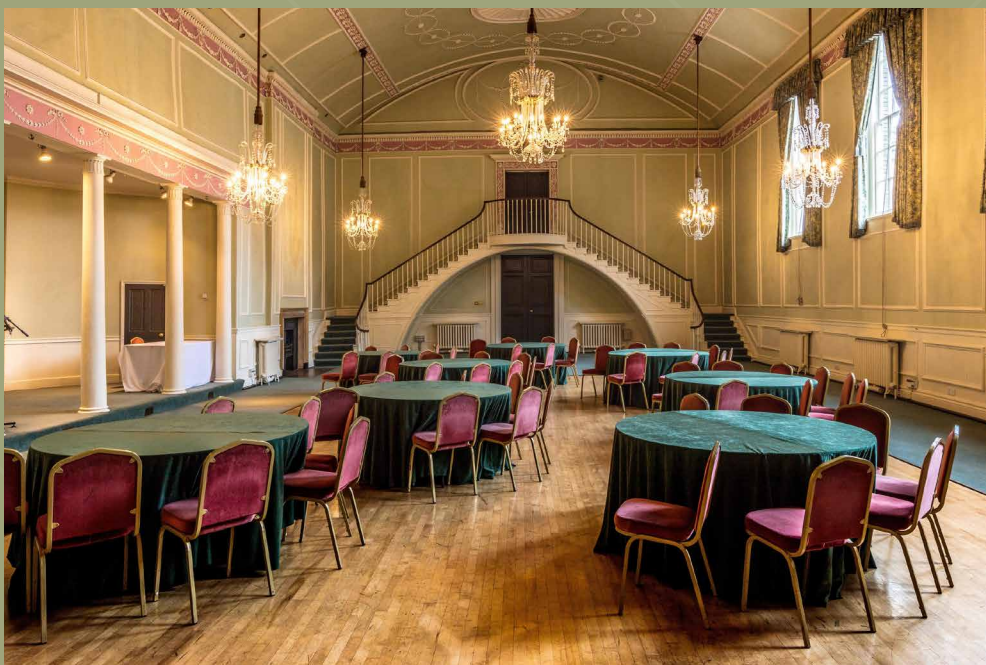
£25.00 + VAT per head

- Ballroom
- Lounge

This package includes all of the below:

- 8 hours hire of the main meeting room
- Wireless internet access
- All standard AV equipment (screen, projector, delegate stationery, flipchart and pens)
- Refreshments on arrival (tea, coffee, iced water)
- Mid-morning refreshments (tea, coffee, iced water)
- Sandwich buffet lunch
- Mid-afternoon refreshments (tea, coffee, iced water)
- Pre-bookable car parking





PLATINUM DELEGATE PACKAGES

8 Hour Platinum Delegate Package

£32.00 + VAT per head
• 30 minimum delegates

- Hire of the main meeting room
- Wireless internet access
- All standard AV equipment (screen, projector, delegate stationery, flipchart, pens, water)
- Refreshments on arrival (tea, coffee, juice)
- Mid-morning refreshments (tea, coffee, iced water)
- Finger buffet or two course buffet lunch served with juice
- Mid-afternoon refreshments (tea, coffee, iced water)
- Pre-bookable car parking

4 Hour Platinum Delegate Package

£28.00 + VAT per head
• 30 minimum delegates

- Hire of the main meeting room
- Wireless internet access
- All standard AV equipment (screen, projector, delegate stationery, flipchart, pens)
- Refreshments on arrival (tea, coffee, iced water, biscuits)
- Finger buffet or two course buffet lunch served with juice
- Mid-morning or mid-afternoon refreshments (tea, coffee, iced water)

Upgrades:

Additions such as PA system, screen, projector and variety of homemade sweet and savoury delights can be added at an additional cost.



MEETING ROOMS AT THE ATHENAEUM

Five versatile spaces are available to hire individually, alternatively you can hire the whole venue exclusively.

Either way, the rooms will inspire and motivate your delegates whether they are attending a small meeting for 10 or a larger scale conference for 180.

The inter-linked rooms are also ideal for exhibitions and trade fairs. When using the venue exclusively, there is space for many exhibitors with plenty of room for visitors to wander round or network.

Drinks receptions are also a specialty and the flexibility of the area means we can comfortably accommodate up to 250 guests in the Ballroom and 350 across the whole venue.

Packages can be enhanced by adding networking sessions, breakout rooms and additional catering options, alongside extra sound and lighting. Our in-house AV team will be happy to discuss your options, but you are also welcome to bring in your own equipment if required.

Sodexo Prestige Venues & Events is the in-house catering and event management team that can enhance any occasion with delicious catering options from picnics, canapés and buffets to fine dining.



ROOM HIRE



The Ballroom

£900 +VAT – Room hire (all day)

This ornate and flexible space is located on the ground floor and it lends itself to almost any meeting configurations, including:

- Theatre-style for 200
- Cabaret-style for 180
- Classroom-style for 80
- Boardroom-style for 70
- U-Shape-style for 70

Low-level staging is available for hire and all standard equipment, such as: screen, projector, flipcharts and delegate stationery are included within the room hire or delegate rate charges. There is also a full sound system and technical support available upon request.



The Lounge

£350 +VAT – Room hire (all day)

The Lounge (inter-linked with the Reading Room) is situated on the 1st floor and can accommodate:

- Theatre-style for 70
- Cabaret-style for 40
- Classroom-style for 30
- Boardroom-style for 40
- U-Shape-style for 40

Hire of this bright and airy space includes all standard equipment (screen, projector, flipcharts and delegate stationery) within the room hire and delegate rate charges. This area also contains its own bar.

Wireless internet access is complimentary and available across the whole venue.

ROOM HIRE



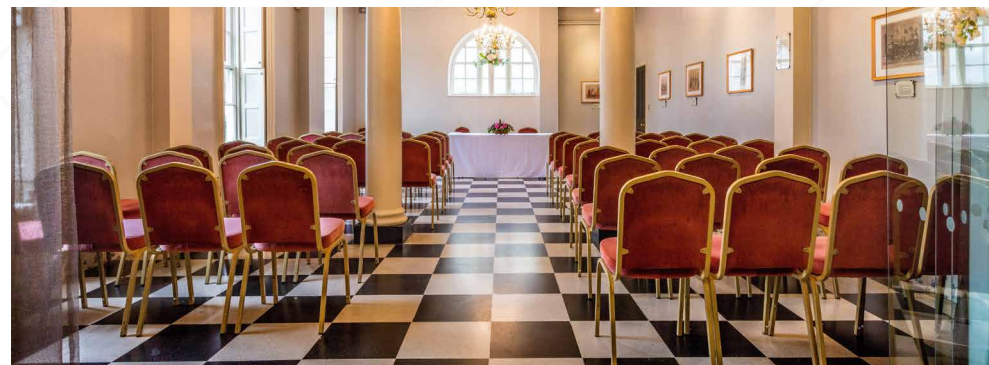
The Reading Room

£350 +VAT – Room hire (all day)

Inter-linked with the Lounge, the Reading Room is a beautiful yet formal meeting space on the 1st floor benefitting from a balcony overlooking Angel Hill and the entrance to the Abbey Gardens. This space can accommodate:

- Theatre-style for 40
- Cabaret-style for 30
- Classroom-style for 20
- Boardroom-style for 25
- U-Shape-style for 25

All standard equipment is included within both room hire and delegate rate charges.



The Old Library Room and Billiards Room

£150 +VAT – Room hire (all day)

These rooms, located on the ground floor opposite each other, are flooded with natural daylight and can be hired individually or on a joint basis. The rooms are of equal size and can accommodate:

- Theatre-style for 50
- Cabaret-style for 32
- Classroom-style for 12
- Boardroom-style for 10
- U-Shape-style for 8

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