

THE ATHENÆUM  
BURY ST EDMUNDS

# MEETINGS & CONFERENCES

PRESTIGE  
VENUES & EVENTS

sodexo

# ABOUT THE ATHENAEUM

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*With its distinctive 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, as part of their Prestige Venues & Events collection. This 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 and Henley Royal Regatta.

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



# WHY CHOOSE THE ATHENAEUM?

## Quality

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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...and more.



## Location

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The venue is at the heart of the historic town centre, on Angel Hill, close to the beautiful Abbey Gardens and tourist attractions.

As well as being convenient to get to, all of our day delegate rates include parking permits to ensure the event can get off to a smooth and punctual start.



There is good local bus and train services and the main A14 lies just 2 miles north of town.

## Bespoke

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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

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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 operates a comprehensive Sustainability Policy, which includes the use of fair-trade locally sourced, sustainable food. Always recycling where possible.



# DAY DELEGATE PACKAGES

## Silver Day Delegate Package

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For 10 delegates

**£31.50 + vat per head**

11 - 50 delegates

**£29.50 + vat per head**

51 - 180 delegates

**£27.50 + vat per head**

- Dedicated Duty Manager on the day
- Hire of the main meeting room
- All standard AV equipment (screen, projector)
- Wireless internet access
- Delegate stationery (conference pads, pens)
- Pre-bookable car parking permits
- Lectern
- Flipchart and pens
- Three servings of refreshments (tea/coffee/water)
- Sandwich buffet lunch

## Gold Day Delegate Package

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For 10 delegates

**£41.00 + vat per head**

11 - 50 delegates

**£37.00 + vat per head**

51 - 180 delegates

**£35.00 + vat per head**

- Dedicated Duty Manager on the day
- Hire of the main meeting room
- All standard AV equipment (screen, projector)
- Wireless internet access
- Delegate stationery (conference pads, pens)
- Pre-bookable car parking permits
- Lectern
- Flipchart and pens
- Three servings of refreshments (tea/coffee/water)
- Homemade cookies served on arrival
- Finger buffet lunch
- Jugs of juice served with lunch



## Platinum Delegate Package

For 10 delegates

**£43.00 + vat per head**

11 - 50 delegates

**£39.00 + vat per head**

51 - 180 delegates

**£37.00 + vat per head**

- Dedicated Duty Manager on the day
- Hire of the main meeting room
- All standard AV equipment (screen, projector)
- Wireless internet access
- Delegate stationery (conference pads and pens)
- Pre-bookable car parking permits
- Lectern
- Flipchart and pens
- Three servings of refreshments (tea/coffee/water)
- Danish pastries served on arrival
- Two course forked buffet or finger buffet lunch
- Jugs of juice served with lunch
- Homemade cookies served with afternoon break

## HOSPITALITY ADDITIONS

### Suitable for your arrival, mid-morning & mid-afternoon snacks

£3.50pp	Bacon Roll
£2.60pp	Egg Roll
£4.50pp	Sausage Roll
£7.00pp	Smoked Salmon, Cream Cheese & Avocado Muffin
£1.00pp	Homemade Cookies
£2.00pp	Dried Fruits
£1.50pp	Mixed Nuts
£1.50pp	Mini Pretzels
£1.00pp	Assorted Popcorn
£2.30pp	Granola with Greek Yoghurt & Summer Berry Compote
£1.80pp	Homemade Flapjack
£3.00pp	Selection of Muffins

### Equipment upgrades:

£120.00	PA System with one Handheld or Lapel Microphone
£10.00	Handheld or Lapel Microphone
£50.00	Screen and projector
£10.00	Lectern
£10.00	Flipchart and pens

Please note that these prices are subject  
to change and do not include VAT.

# SAMPLE MENUS

## Working Lunch Menu

### Selection of Open Sandwiches including

Smoked Trout with Pickled Cucumber  
and Lemon Mayo

Roast Suffolk Ham and Piccalilli

Coronation Chicken

Sweet Potato and Red Pepper Hummus

French Egg Salad

Mature Cheddar with Sweet Onion Chutney

### Selection of locally sourced Fresh Fruit

*Please ask if you have any preferred options  
otherwise our Chef will choose the freshest  
seasonal fruit choices available*



## Finger Buffet Menu

### Warm items

Spiced Sweet Potato Turnover

Tempura Prawns

Breaded Salmon Goujons with Tartare Sauce

Spiced Cauliflower Bites, BBQ Sauce

Mini Lamb Kofta

Mini Duck and Hoisin Spring Rolls  
with Sweet Chilli Sauce

### Cold items

Smoked Salmon & Creme Fraiche Bruschetta

Mozzarella & Olive Crostini

BBQ Pulled Pork "Roll"

Chicken Tikka Skewers, Mint Yoghurt

Falafel Bites, Avocado Hummus

Mini Med Vegetable Tarts, Pesto

Open Sandwiches

Smoked Trout with Pickled Cucumber  
and Lemon Mayo

Roast Suffolk Ham and Piccalilli

Coronation Chicken

Sweet Potato and Red Pepper Hummus

French Egg Salad

Mature Cheddar with Sweet Onion Chutney

### Desserts

Selection of Fruit

Lemon & Lime Posset, Shortbread Biscuit

Chocolate Brownie

Hazelnut Mocha Cake

Date & Ginger Loaf

*Please choose three warm items, three cold  
items, three sandwiches and two desserts*

## Hot Fork Buffet

*Please choose from a selection of two main courses, two sides and one desert*

### Mains

Thai Green Chicken Curry

Thai Green Vegetable Curry

Red Pepper, Basil & Roast Tomato Gnocchi

Cajun Roast Chicken Breast Wood Fired Peppers & Lime Dressing

Poached Chicken in a Mushroom & Cider Cream Sauce

Braised Beef & Red Pepper Stroganoff

Turkey Leek & Vegetable Pie

Haddock Baked in Mustard with Wilted Spinach

### Side Dishes

Fragrant Jasmine Rice

Salt Baked Baby Potatoes

Lemon and Thyme Mash Potatoes

Spiced Sweet Potato Wedges

Wilted Greens with Baby Sweetcorn

Mixed Salad

Roast Mediterranean Vegetable Salad

Steamed Seasonal Vegetables

Roasted Summer Vegetables

### Deserts

Chocolate and Passion Fruit Tart with Vanilla Cream

Sticky Toffee Pudding with Butterscotch Sauce

Baked Raspberry and Vanilla Cheesecake with Fruit Coulis

Warm Chocolate Brownie with Chocolate Sauce

*We recommend that you choose one meat and one vegetarian option  
for your event to cater for all dietary requirements*



# MEETING ROOMS AT THE ATHENAEUM

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

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 is the in-house catering and event management team, able to enhance any occasion with delicious menu options from picnics, canapés and buffets to fine dining.



# ROOM HIRE

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

## The Ballroom



**£112.50 + VAT per hour** (min 3 hrs)  
**£900 + VAT all day hire**

This elegant, Georgian room with its chandeliered ceiling and grand décor is reminiscent to the days of *Pride and Prejudice*, and therefore is an ideal setting for hosting large conferences and events.

Theatre-style	180
Cabaret-style	150
Classroom-style	80
Boardroom-style	60
U-Shape-style	50

## The Lounge



**£43.75 + VAT per hour** (min 3 hrs)  
**£350 + VAT all day hire**

This light and airy space is situated on the first floor at the front of The Athenaeum and overlooks Angel Hill. The Lounge is perfect for medium sized meetings and networking events.

Theatre-style	70
Cabaret-style	48
Classroom-style	30
Boardroom-style	36
U-Shape-style	30

## The Reading Room



**£37.50 + VAT per hour** (min 3 hrs)  
**£300 + VAT all day hire**

Inter-linked with The Lounge, The Reading Room is a beautiful yet formal meeting space, benefiting from a balcony view. It can be used as a breakout area or main meeting room.

Theatre-style	50
Cabaret-style	40
Classroom-style	24
Boardroom-style	36
U-Shape-style	26

## The Old Library & Billiards Room



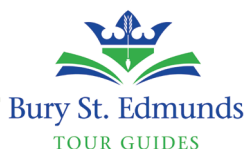
**£18.75 + VAT per hour** (min 3 hrs)  
**£150 + VAT all day hire**

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.

Theatre-style	50
Cabaret-style	16
Classroom-style	15
Boardroom-style	16
U-Shape-style	14

# WHERE TO GO...WHAT TO DO... SIGHTS TO SEE...

*Why not explore Bury St Edmunds a little bit further?  
Bury St Edmunds and the surrounding area is rich in history,  
art, architecture and so much more. Below is a short list of  
interests that we fully recommend you indulge in!*



Why not add a unique touch to your event, with a guided tour of our delightful town led by the local experts?

Bury St Edmunds Tour Guides can provide bespoke tours for team-building, or just to help your delegates relax and decompress. They can even set you a fun quiz!

To find out more, visit their website:

**W:** [www.burystedmundstourguides.org](http://www.burystedmundstourguides.org)



Join the Greene King Beer Café on award winning brewery tours in the heart of Bury St Edmunds.

The Beer Café is the start and finish point for all brewery tours which include a tasting at the end. Come early for lunch, coffee or a swift half before meeting your charming and knowledgeable tour guide for a famous brewery tour.

**W:** [www.greenekingshop.co.uk](http://www.greenekingshop.co.uk)

**E:** [beercafe@greeneking.co.uk](mailto:beercafe@greeneking.co.uk)



Explore 4x4 are multi award winning country pursuits and adventure specialists, based on the Elveden Estate, Suffolk.

They offer professional training as well as exhilarating leisure activities and experiences including: 4x4 Off-Road Driving to Archery, Crossbow Shooting to Catapults, Knife Throwing, Clay Pigeon Shooting to Blindfold Driving and much more. The quintessentially English corporate day out!

**W:** [www.explore-4x4.co.uk](http://www.explore-4x4.co.uk)

**E:** [enquiries@explore-4x4.co.uk](mailto:enquiries@explore-4x4.co.uk)

**T:** 01787 320640

## **WEST STOW** ANGLO-SAXON VILLAGE

West Stow Anglo-Saxon Village and Museum provides a unique opportunity to visit the only early Anglo-Saxon settlement reconstructed on the original excavated site. Included in the visit is the archaeology gallery and museum with original artefacts from the period. It is surrounded by a 125-acre country park with walks, the Beowulf and Grendel trail, playground and picnic areas, providing an entertaining day out for visitors of all ages. Guided tours of the Village are available for groups booked in advance.

**W:** [www.weststow.org](http://www.weststow.org)

**E:** [glynis.baxter@westsuffolk.gov.uk](mailto:glynis.baxter@westsuffolk.gov.uk)

**T:** 01284 729710



Theatre Royal is a vibrant 200-year-old theatre located in the beautiful Suffolk town of Bury St Edmunds. First built in 1819, it was restored to its Regency design in 2007 and as a Grade 1 listed building is the only theatre in the National Trust portfolio and the last working Regency playhouse in the country.

Theatre Royal is a producing and presenting theatre offering a vibrant and varied year-round programme to suit all tastes including drama, family shows, comedy, music, dance, community productions and more. You can join them for a behind-the-scenes tour of the building to discover more about the fascinating history and you'll even have a chance to tread the boards yourself.

**W:** [www.theatreroyal.org](http://www.theatreroyal.org)

**E:** [booking@theatreroyal.org](mailto:booking@theatreroyal.org)

**T:** 01284 769505



**National  
Trust**

Ickworth - an Italianate Palace in the heart of an ancient deer park. Formal gardens, pleasure grounds, rolling Suffolk landscape and woodlands invite gentle strolls or long walks, runs, bike rides and picnics. The Italianate Garden mirrors the architecture of the house, whilst also encasing an idiosyncratic Victorian stumpery, contrasting light and shade.

**W:** [www.nationaltrust.org.uk/ickworth](http://www.nationaltrust.org.uk/ickworth)

**E:** [ickworth@nationaltrust.org.uk](mailto:ickworth@nationaltrust.org.uk)

**T:** 01284 735270

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 The Athenaeum Bury St Edmunds

# THE ATHENÆUM

BURY ST EDMUNDS

PRESTIGE  
VENUES & EVENTS

 *sodexo*

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