

THE / APEX

**MEETINGS &
CONFERENCES**

PRESTIGE
VENUES & EVENTS

sodexo*

ABOUT THE APEX

*Inspirational, vibrant and with a unique energy,
The Apex is a refreshing change to conventional
meeting and event spaces.*

An award-winning venue opened in October 2010 and from the very beginning, it was clear something very special had been created.

The beauty of the build, the comfort of the Auditorium and the outstanding acoustics were quickly applauded by artists as diverse as Julian Lloyd Webber, the European Union Chamber Orchestra, the Brodsky String Quartet, folk/rock band Fairport Convention and Rockers.

As well as being a prestigious music venue, The Apex hosts a variety of community and corporate events, offering local residents and visitors from further afield a unique and exciting setting for all manner of social and business occasions.

Catering and events at The Apex 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 Apex, a modern and contemporary venue, is ideally placed to meet them.

*Fantastic location, in a beautiful and historic town,
this venue is guaranteed to leave a lasting impression.*



REASONS TO CHOOSE THE APEX

1. Fantastic location

When considering a venue, location is fundamental. The Apex is situated in the beautiful and historic town of Bury St Edmunds.

A state of the art and innovative venue in the heart of the busy market town, is sure to leave a lasting impression on delegates and guests alike.

2. Easily accessible

The last thing anyone wants to worry about when planning an event is travel. The location of The Apex takes care of this, with regular trains and buses providing easy access to the A14.

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.

3. An exciting setting for your event

Why settle for a conventional location when you can choose somewhere with the Wow! factor? The award-winning Apex doubles up as a prestigious music venue which has welcomed a whole host of world class artists, so those looking for an event space with something special will not be disappointed.

4. A range of options

The venue is incredibly versatile and there are a number of different spaces available to ensure your meeting is perfectly arranged.

The Auditorium is the largest of its kind available to hire in the county and can fit as many as 520 delegates in a formal tiered theatre style arrangement.

For smaller events, the upstairs Studios can seat up to 80 delegates, with the option of dividing

one of the Studios into two smaller meeting or breakout rooms for a more intimate setting.

5. Versatile spaces

Whatever set up you prefer, the versatility of The Apex means it can be tailored to individual needs and achieved with ease.

The Auditorium can be transformed between cabaret, theatre or classroom style to create the perfect setting for your needs. And the same goes for the smaller Studios, which can be configured to any preferred layout.

6. High tech equipment

Making use of today's technology can really enhance the experience of any business event. The Apex ensures there is comprehensive IT equipment available in every room.

The Auditorium is fully connected with state of the art audio visual capabilities. Studio 1 also has a full audio visual system in place. Studio 2 has a ceiling projector, screen and built in sound system. The on-site technical team work closely with team leaders and event organisers to make sure that the equipment delivers smoothly for every aspect of your event.



DAY DELEGATE PACKAGES

Silver Day Delegate Package

For 10 delegates

£31.50 + vat per head

11 - 80 delegates

£29.50 + vat per head

81 - 500 delegates

£37.50 + 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

For 10 delegates

£41.00 + vat per head

11 - 80 delegates

£37.00 + vat per head

81 - 500 delegates

£45.00 + 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

**AV equipment is not included, however it can be added at an additional cost*



Platinum Delegate Package

For 10 delegates

£43.00 + vat per head

11 - 80 delegates

£39.00 + vat per head

81 - 500 delegates

£47.00 + 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

**AV equipment is not included, however it can be added at an additional cost*

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:

£365.00	Full Auditorium PA
£160.00	Small Auditorium PA
£230.00	Auditorium Projector and Screen
£85.00	Unmanned Portable PA
£12.00	Handheld or Lapel Radio Microphone
£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 APEX

This venue regularly hosts a variety of business and networking events and is perfect for large receptions and exhibitions.

The first floor Lounge is a bright and airy space with an internal balcony overlooking the ground floor foyer and an external balcony to enjoy during warmer months.

In addition, there are two studio rooms on the first floor for up to 80 delegates which include all standard audio visual equipment plus technical support if required.

We offer standard AV equipment (projector and screen, flipchart, pens, lectern and delegate stationery) as part of our room hire charges and delegate packages.

These 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 are the in-house catering team and enhance any event 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 Auditorium



£2,200 + VAT all day hire

Its flexible layout means it can seat 520 delegates in a formal, tiered theatre, or 260 delegates in a cabaret configuration on the flat floor.

Theatre-style	520
Cabaret-style	200
Classroom-style	132

Studio 1



£43.75 + VAT per hour (min 3 hrs)

£350 + VAT all day hire

This light and airy space is situated on the first floor of The Apex and it is suitable for smaller meetings with a full AV system in place.

Theatre-style	50
Cabaret-style	24
Classroom-style	24
Boardroom-style	28
U-Shape-style	21

Studio 2



£47.50 + VAT per hour (min 3 hrs)

£380 + VAT all day hire

Located on the first floor, this space is perfect for meetings, conferences and workshops with ceiling projector, screen and build in sound system.

Theatre-style	80
Cabaret-style	48
Classroom-style	30
Boardroom-style	38
U-Shape-style	35

Studio 2a & 2b



£25.00 + VAT per hour (min 3 hrs)

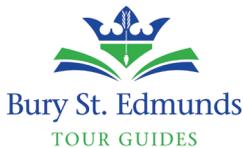
£200 + VAT all day hire

Studio 2 can be divided into two smaller meeting rooms or breakout areas if needed.

Theatre-style	40
Cabaret-style	16
Classroom-style	12
Boardroom-style	18
U-Shape-style	15

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



Join the Greene King Beer Cafe 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

E: 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

E: 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

E: 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

E: 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

E: ickworth@nationaltrust.org.uk

T: 01284 735270

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 The Apex Bury St Edmunds

THE **APEX**



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