

DINNERS AND EVENING RECEPTIONS AT IPSWICH TOWN FOOTBALL CLUB

Ipswich Town Football Club is a well-established, modern banqueting venue located in central Ipswich. We offer unique surroundings, award-winning food and our welcoming staff will create the atmosphere to make your event a success.

Many of our suites are self-contained, offering bar facilities and space for a dance floor - perfect for annual dinners, presentation evenings or evening receptions.

Our experienced co-ordinators will ensure that you receive all the support you need prior, during and after your event.

Ipswich Town Football Club is proud to champion local food and drink suppliers wherever possible. We are working with a growing band of Suffolk producers that are driven by quality rather than quantity, bringing you a taste of the best products the region has to offer.

WHAT OUR CLIENTS SAY...

Ben Gummer of the Conservative Party

'The Sir Bobby Robson Suite is a wonderful place to eat and as I am sure you are aware, everyone loved the whole event.'

Annie Palmer of Orwell Housing Association

'The venue and catering were excellent and the serving staff were a revelation, attentive and yet so discreet.'

Sharon Wickiewikz of Chantry School

'We were all really pleased with how well things went on Thursday. I have spoken to a number of students since the Prom who all said it was fantastic. Feedback from staff has been overwhelmingly positive.'

WHAT OUR SUPPLIERS SAY...

Tony Bowers of Tastes of Anglia

'Tastes of Anglia is delighted to work alongside ITFC in promoting local products and local producers. ITFC's commitment to offering the very best to its fans, visitors and corporate clients, fits perfectly with Tastes of Anglia's work to promote local producer members.'

Chris Thompson of Paddy and Scott's

'Paddy & Scott's, the Suffolk based coffee company is the official coffee supplier to Ipswich Town and we are delighted our famous slow-roasted coffee is now available at the club.'



Issued February 2010 v2



BOOKING YOUR EVENT

We want to make your event as successful as possible, we also want to make the booking of it easy and hassle-free for you. The following pages give you menus and outline costs for a variety of events at Portman Road. If you cannot see what you are looking for, just call us!

TYPE OF EVENT

Our evening events usually comprise one of these four styles and the following pages cover each of these:

- **DINNERS**
 - A formal three-course plated meal, suitable for celebrations, awards evenings, charitable dinners or parties
- **EVENING PARTIES**
 - A more informal option with no seating plan and usually a finger buffet. Ideal for parties or celebrations
- **RECEPTIONS**
 - Generally shorter in duration and with lighter catering and refreshment options such as canapés. Often used for launch or networking events
- **BAR ONLY**
 - Just a bar facility

NUMBER OF PEOPLE

This will determine both the most suitable room for your event and also the cost for calculating your room hire and catering options.

PLANNING YOUR EVENT

Use the following pages to select menus, wine and other refreshments.

CONTACT US

Once you have looked at the options available, contact the Conference and Banqueting team to discuss your requirements and to arrange to view our facilities. We will then prepare a detailed proposal for you to review. When you are happy with this we will confirm your booking and then contact you no later than two weeks prior to your event to finalise details.

IMPORTANT NOTES

Our prices are exclusive of VAT with the exception of beverages, which are displayed including VAT.

Please advise us of any special dietary requirements prior to the event. We have indicated on each menu the dishes which are suitable for guests with special dietary requirements.

Vegetarians (v)
Vegans (v)*
Gluten free (g)

Should you have any queries please do not hesitate to contact our Conference and Banqueting team on **01473 400580**.

THE NUMBER ONE VENUE



DINNERS

ROOM HIRE RATES

These room hire rates are for events with a three course dinner menu.

SUITE	GUEST NO.s	FRIDAY & SATURDAY	OTHER EVENING
Sir Bobby Robson Suite	80 -100	RA	£350.00
	100 -130	£300.00	£250.00
	131 - 240	£250.00	£200.00
Legends' Suite	70 -120	£250.00	£150.00
Premier Suite	20 - 32	£200.00	£200.00
Sponsor's Lounge	20 - 32	£200.00	£200.00
The Boardroom	10 - 22	£400.00	£390.00

Available from: 6.30pm – midnight, Monday – Sunday with the exception of bank holidays and during December. Additional hours available at a surcharge.

RA – Restrictions apply. Please call us to discuss your requirements.

SELECTING YOUR DINNER MENU

On the following pages, you will find our banqueting menu selection. Prices (see below) are calculated per person and the menu cost is in addition to the room hire charge.

Please select **one** starter, main course and dessert for **£21.95 per person**. If you would like to offer your guests a choice, select **two** starters, **two** main courses and **two** desserts for **£23.95 per person**. In addition, we always offer a vegetarian alternative, these dishes are marked with ****.

SELECTING YOUR TABLE WINE

We have enclosed a broad selection of beverages to accompany your meal. However if you would prefer alternative drinks, please do not hesitate to contact us as we shall endeavour to source the product or suggest a suitable alternative.

COMPLIMENTARY PLACE CARDS

For all three course dinner menus we provide place cards for you and your guests. Each card will show the guest's name, table number and menu selections.

ENTERTAINMENT

We want to support your event from start to finish and we are delighted to offer you additional services such as helping you to find a live band or disco. We can also recommend companies that will be able to assist if you are looking to add a casino, race night or other theme to your event. If you would like to arrange your own entertainment please advise us in advance as we shall require some documentation from you to comply with standard health and safety regulations.

If you are hosting a formal dinner, where you will be making announcements or require a PA system, we can arrange a hand held microphone at just **£23.50 inclusive of VAT**.

All prices exclude VAT

Menus and rates subject to change

DINNER MENU SELECTOR

TO START

Tomato and caramelised red onion soup (v) (g)

Cream of smoked chicken and leek soup

Trio of melon, accompanied with a mint and honey yogurt (v) (g) ****

Chicken breast timbale, locally farmed chicken combined with slow roasted tomatoes and tarragon creating a unique flavour served with crusty granary bread

Seafood terrine, a delicate combination of fresh white fish layered with king prawns and flaked salmon finished with a citrus dill dressing

Broadlands ham terrine, a local ham dish infused with grain mustard and tender leeks

Smoked duck and orange salad – sliced local duck breast on an orange and baby leaf salad with hoi-sin vinaigrette (g) - £3.10 supplement

MAIN COURSES

Salmon supreme, gently poached and served with a caper hollandaise sauce

Roasted loin of local pork served with crispy crackling, fresh Bramley apple sauce and a delicious sage and shallot jus

Corn fed chicken breast served in a creamy mushroom sauce

Roast chicken Chasseur, roasted chicken breast served in a classic, rich Chasseur sauce

Vegetable Wellington, butternut squash, wild mushroom and asparagus encased in a light pastry, served with rocket salad and red pepper jam (v) ****

Roasted sirloin of beef, with a mushroom filled Yorkshire pudding served with tarragon and port wine jus - £4.95 supplement

All main courses are served with fresh seasonal vegetables, potatoes and crusty bread

All prices exclusive of VAT

Menus and rates subject to change

(v) vegetarians, (v)* vegan and (g) gluten free

TEL: 01473 400580 FAX: 01473 400041
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THE NUMBER ONE VENUE

IPSWICH
TOWN

DINNER MENU SELECTOR

TO FINISH

Spiced apple Charlotte served with minted cream

Citrus lemon tart served with raspberries and fresh whipped cream

Profiteroles filled with vanilla cream and drizzled with a warm chocolate sauce

Covent Garden fruit salad (v) (g) ****

Rich chocolate orange and ginger truffle tart served with a caramelised orange and vanilla anglaise

Delicious tiramisu accompanied by a butterscotch anglaise and Chantilly cream

Banana and fudge cheesecake served with banana chips and vanilla cream

Individual platter of English cheeses served with celery, grapes and biscuits -
£1.75 supplement.

Followed by 'Paddy and Scott's' freshly brewed coffee with chocolate mints

ADDITIONAL COURSES

Cheese platter with celery, grapes and biscuits.

£21.50 per platter

(Serves 10)

SPECIAL DIETARY REQUIREMENTS

Some of our dishes may contain nuts, gluten and other recognised allergens. If you have an allergy or special dietary requirement, please contact our co-ordinator who shall be able to assist you.

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(g) gluten free

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THE NUMBER ONE VENUE



EVENING PARTIES

ROOM HIRE RATES

These rates are applicable if you are looking to organise an event with a buffet menu.

SUITE	GUEST NO.s	FRIDAY & SATURDAY	ANY OTHER EVENING
Sir Bobby Robson Suite	80 - 120	RA	RA
	121 - 300	£980.00	£500.00
Legends' Suite	70 - 120	£500.00	£450.00
	121 - 200	£300.00	£250.00
	201 - 300	£150.00	£100.00
Players' Suite	20 - 50	£350.00	£300.00
The Boardroom	10 - 45	£450.00	£400.00
Premier Suite	20 - 50	£350.00	£300.00
Sponsor's Lounge	20 - 50	£350.00	£300.00

Available from: 6.30pm – midnight, Monday – Sunday with the exception of bank holidays and during December. Additional hours available at a surcharge.

RA – Restrictions apply. Please call us to discuss your requirements.

SELECTING YOUR BUFFET MENU

On the following page you will find two menu options which are applicable when organising a buffet style event.

ADD A THEME

If you want to make your evening event a little different, you could always theme it. We have experience of working with clients to create a Bond, Grease or other themed night.

All prices exclusive of VAT

Menus and rates subject to change

EVENING PARTY MENUS

TWO COURSE COLD FORK BUFFET

Hand carved honey roast ham, turkey breast and roasted topside of beef served with horseradish, cranberry sauce and Dijon mustard (g)

Chicken and spicy tomato terrine layered with char-grilled peppers

Baby leaf salad (v)

Assorted mini quiches (v)

Tomato and mozzarella salad drizzled with basil vinaigrette (v) (g)

Prawn vol-au-vents generously filled with Norwegian prawns Marie Rose sauce

Baby new potato salad with sun blushed tomatoes (v) (g)

Freshly baked bread rolls with butter

Lemon tart accompanied with raspberries and fresh cream

Fresh fruit basket (v) (g)

Freshly brewed tea and coffee

£ 1 5.50 PER PERSON

Available for 20 or more guests

TWO COURSE FINGER BUFFET

Assorted bridge rolls and tortilla wraps

Moroccan vegetable and Thai style vegetable crolines

Soya and ginger battered chicken strips with a chilli plum sauce

Garlic and parsley breaded mushrooms

Deep fried goujons of cod with a crème fraiche tartare sauce

Potato croquettes with a cranberry dip

Chocolate brownie cake

Fresh fruit basket (v) (g)

£ 1 2.00 PER PERSON

Available for 10 or more guests

If you would like to add further selections please select from the list below:

Cocktail sausages, cooked with thyme and honey £1.95 per person

Rustic bread selection, with olive oil dips £1.95 per person

Thai chicken, on lemongrass skewers £2.50 per person

Cheese straws, crisps and assorted nuts £1.50 per person

All prices exclusive of VAT

Menus and rates subject to change

(v) vegetarians and (g) gluten free

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RECEPTIONS

ROOM HIRE RATES

These rates are offered if you only require light refreshments and catering.

SUITE	GUEST NO.s	FRIDAY & SATURDAY	OTHER EVENING
Sir Bobby Robson Suite	80 -130	RA	RA
	131 - 300	£1150.00	£690.00
Legends' Suite	70 -120	£620.00	£580.00
	121 - 300	£500.00	£460.00
Players' Suite	20 - 50	£450.00	£400.00
The Boardroom	10 - 45	£560.00	£510.00
Premier Suite	20 - 32	£450.00	£400.00
Sponsor's Lounge	20 - 32	£450.00	£400.00

Available from: 6.30pm – midnight, Monday – Sunday with the exception of bank holidays and during December. Additional hours available at a surcharge.

RA – Restrictions apply. Please call us to discuss your requirements.

SELECTING YOUR RECEPTION MENU

On the following page you will find some lighter menu options which are ideal when organising an event with a more informal style.

All prices exclude VAT

Menus and rates subject to change.

RECEPTION MENUS

TRADITIONAL AFTERNOON TEA

Smoked salmon and dill cream cheese, egg mayonnaise with mustard cress, chicken and wholegrain mustard mayonnaise and Broadlands ham with ale chutney sandwiches

Walnut, toffee, cherry and fruit loaf cakes

Coffee and chocolate éclairs

Praline and vanilla choux pastries

Cherry and pineapple tartlets

Sultana and plain scones served with clotted cream and assorted jams

Freshly brewed tea, coffee or herbal teas

£6.95 PER PERSON

Available for 10 persons or above

HIGH TEA

Freshly made sandwich selection

Kettle chips

Walnut, toffee, cherry and fruit loaf cakes

Danish pastries

Sausage rolls

Cocktail sausages in thyme and honey

Freshly brewed tea, coffee or herbal teas

£5.95 PER PERSON

Available for 10 persons or above

SANDWICH PLATTER

Freshly made assorted meat and vegetarian sandwiches

Individual packets of Kettle chips. (Family service at larger events)

Basket of fresh fruit (v)* (g)

£4.50 PER PERSON

Available for 10 persons or above

CANAPES

Ratatouille with Gruyère cheese on a sun dried tomato croûte (v)

Smoked salmon and chive cream cheese crostini (v)

Thai spiced chicken on a herb croute

Peppered beef and horseradish cream canapé

£4.75 PER PERSON

Available for 10 persons or above

All prices exclusive of VAT

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THE NUMBER ONE VENUE

'BAR ONLY' EVENT

ROOM HIRE RATES

If you are looking to host an event where no catering is required and you require only a bar facility to be open for your guests, these rates are designed for you.

SUITE	GUEST NO.s	FRIDAY & SATURDAY	ANY OTHER EVENING
Sir Bobby Robson Suite	80-130	£1450.00	£1450.00
	131-300	£1150.00	£1150.00
Legends' Suite	70-120	£790.00	£890.00
	121-300	£690.00	£790.00
Players' Suite	20-50	£450.00	£450.00
Premier Suite	20-50	£450.00	£450.00
Sponsors' Lounge	20-50	£450.00	RA

Available from: 6.30pm – midnight, Monday – Sunday with the exception of bank holidays and during December. Additional hours available at a surcharge.

RA – Restrictions apply. Please call us to discuss your requirements.



All prices exclusive of VAT

Menus and rates subject to change

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DRINKS

Once you have selected a suite and chosen your menu, you may want to pre-select drinks for your event.

If you would like arrival drinks to accompany your meal, we have a selection wide enough to suit any taste or budget.

If you are having a theme for your event, we could even create the perfect cocktail or arrival drink to complement your theme.

ARRIVAL DRINKS

BY THE JUG

2 litre (approx. 10 glasses)

Fruit Spritzer - Cranberry, orange juice, white wine and lemonade	£21.00
Fruit Punch - Cranberry, orange juice and lemonade	£11.20
Pimms and lemonade	£24.80
Orange juice	£10.93
Mulled wine	£24.85

WINE BY THE BOTTLE

75cl (approx. 5-6 glasses)

White Wine

House Selection £14.60

Red Wine

House Selection £14.60

Champagne

House Selection £42.00

BY THE GLASS

125ml

Bucks Fizz - Sparkling white wine and orange juice £3.50

BEER BY THE BOTTLE

75cl (approx. 5-6 glasses)

Chilled Budweiser –
6 x 33cl bottles £19.20

NON-ALCOHOLIC ALTERNATIVES

Apple juice £4.90
75cl bottles (5-6 glasses)

Mineral water (still or sparkling) £3.40
1 litre bottles (8-10 glasses)

TO FOLLOW

Taylor's Vintage Port – £35.25

EXTENSIVE WINE SELECTIONS

Due to the opportunity to purchase the best quality wines, our wine selection is regularly reviewed. To view our latest wine selection, please visit our website www.numberonevenue.co.uk or call the Conferencing and Banqueting team on **01473 400580**.

Our drink prices include VAT

Menus and rates subject to change

THE NUMBER ONE VENUE





WINE LIST

We recommend pre-ordering to allow you to select from a wide range of quality wines. Wines will be available on the evening, however, the selection available will be more limited.

CHAMPAGNES

Moet et Chandon Brut Reserve France £55.00
Succulent fruits expand into a firm, crisp flavour with a subtle, yet invigorating freshness.

Le Chapelle Brut - France £42.00
Delightfully dry, with a yeasty nose. Initial flowery notes on the tongue give way to stronger flavours.

SPARKLING WINES

Adnams Fizz £25.30
A lively Chardonnay fizz, with fresh citrus flavours and exuberant bubbles.

WHITE WINES

Pleno Viura, Navarra - Spain £14.60
Lightly perfumed, fresh fruit with clean apple flavours.

Via Nova, Pinot Grigio - Italy £16.40
Lemony on the nose, with a delicious balance in the mouth, this Pinot Grigio is a very easy-to-drink dry white wine.

Canoe Tree, Chardonnay - South Australia £16.40
Fresh, peach fruit with excellent depth of flavour. Characterful, yet easy drinking.

Forrest Estate, Sauvignon Blanc, New Zealand £22.90
Tropical fruit, vibrant acidity, irresistible appeal with a classic New Zealand Sauvignon.

Adnams Selection white Burgundy £22.90
This is pure, un-oaked Chardonnay; fresh but full of flavour, with a light touch of spice.

Vino da Tavola, Alasia sec - Italy £22.90
Crispy dry with crunchy, grapey fresh picked Muscat floral flavours..

Macon-Solutre, Domaine Denuziller - France 2008 £29.20
A delightful, oak free single vineyard Burgundy with just the right amount of fruit and agreeable acidity to balance. This is a first class Macon.

Trimbach Riesling £31.80
A classic grape of Alsace. At once delicate and vital, its intense fruit is given great length by a backbone of crisp acidity. Produced by one of the best names in the business.

Valminor albarino, Rias Baixas - Spain 2008/09 £32.30
A fresh bouquet of peach and apricot leads to a rich and full palate with a hint of lemony acidity. Clean and well balanced with a dry concentrated finish.

John Forrest Collection Chardonnay - New Zealand £35.20
Sumptuous Chardonnay with honeyed, peachy, citrusy fruit and subtle, nutty oak

ROSE WINES

Canoe Tree Rose - South Eastern Australia £16.40

Santa Digna, Cabernet Sauvignon Reserve Rose - Chile £25.90
Full bodied, dry and loaded with crisp redcurrant flavours, exuberantly fruity and appetisingly fresh.

RED WINES

Santa Cecilia, Cabernet Sauvignon - Chile £14.60
Simple but piercingly pure blackcurrant flavours.

Pleno Tempranillo - Spain £16.40
Pure Tempranillo, plump and ripe.

Peter Lehman Weighbridge, Shiraz - South Australia £17.90
Lovely aromas of plum fruit with leafy notes.

Beaujolais Domaine de Thulon £22.90
A joyous mouthful of fresh strawberry fruit with an appetising dry finish.

Berton Farms Merlot - South Eastern Australia £22.90
Expressive aromas of plums and violets and a rich mouthful of Aussie ripeness with a touch of oak.

Gouguenhiem, Malbec - Argentina 2008 £22.90
Big flavours of cherries and plums with classic Malbec 'bite' on the finish. Powerful and impressive.

Anares, Rioja Crianza - Spain 2006 £25.90
A modern bodega where the emphasis is on rich fruit with a mellow backing of beautifully judged barrel ageing and a gentle, approachable style.

Quinta Do Crasto Tinto, Douro Portugal £25.90
A dashing blend of Douro varieties Tinta Roriz, Tinta Barroca and Touriga Nacional. Rich black fruit with ripe, spicy overtones. Big and beautiful.

Innocent Bystander, Pinot Noir - Australia £29.20
Ripe, warm country Pinot bouquet, all in control and not jammy, leading to a well-bred palate with round tannins and fresh fruit.

Our drink prices include VAT

Menus and rates subject to change

THE NUMBER ONE VENUE



FREQUENTLY ASKED QUESTIONS

Q How much deposit is required and when?

A A non-refundable deposit is required and is dependent on the suite and type of event you have selected. The deposit is required to hold your booking date. Once the deposit is received, a contract will be sent to you to confirm your booking with us. Deposits can be accepted in the form of cash, credit card or cheques (made payable to ITFC).

EVENTS	GUEST NUMBERS	DEPOSIT REQUIRED
Sir Bobby Robson Suite	80-130	£500
Sir Bobby Robson Suite	131-300	£1000
Legends' Suite	70-120	£500
Legends' Suite	121-300	£750
The Boardroom	10-34	£250
Premier Suite	20-55	£250
Sponsor's Lounge	20-55	£250

Q When are the final pre-orders for food and drink required?

A All wine and menu pre-orders will be required no later than two weeks prior to your event. We shall provide a pre-order form on which to order your guests chosen dishes.

Q Can I supply my own wine?

A If you have a vineyard or would like to personally purchase your wines from your preferred supplier, the following charges per 75cl bottle apply:

Still Wine £12.00
 Sparkling Wine £20.00
 Champagne £25.00

Q How should I pay for my event?

A Subject to a satisfactory credit check, an invoice will be raised following your event for the total value of your event, less your deposit. If you prefer, payment can be taken prior to your event by cash, credit card or cheque (made payable to ITFC) and then a final invoice can be raised for any additional items on the evening. In the event that your company cannot be satisfactorily credit checked; payment will be required in full in advance of your event.

Q Can you cater for special dietary requirements?

A We are able to cater for specific dietary requirements and due to the number of requests for vegetarian and celiac meals (people with gluten intolerances) we have included appropriate dishes within our menus. Should your requirement differ to that mentioned above, please feel free to contact our Conference and Banqueting co-ordinators who will be happy to help.

Q Do I have to pay for beverages on the evening or will I be invoiced?

A You are able to settle your bar bill on the evening or the account bar bill can be included in your final invoice following your event, again subject to a credit check. Payment can be made by cash, credit card or cheque (made payable to ITFC). Cash bars are also available at all events.



FREQUENTLY ASKED QUESTIONS

Q Can we implement a drinks voucher system?

A Many organisers like to offer an account bar, however if you wish to limit your party's consumption at the bar we would recommend a drinks voucher system. It will be the organiser's responsibility to produce individual vouchers which clearly state what the voucher can be exchanged for (i.e. wine, beers, single spirit and mixer or soft drink) and to distribute these amongst your guests. Please ensure a copy of the voucher is given to us in advance to enable us to brief our staff prior to your event.

Q Is there a dress code for the events?

A We encourage all guests not to wear football shirts or trainers, but apart from that it is up to you.

Q Can you provide me with contact details for local taxi companies?

A

Hawk Express Cabs	01473 222222
Ipswich Cab Co. Ltd	01473 255555
Avenue Taxis	01473 407777
417 Cab Company	01473 417417

A complimentary phone is available in the South stand foyer on evening events.

Q Do you provide security?

A We provide experienced and accredited security staff at all events.

Q Which entrance should we use?

A Please refer to your booking contract for exact details.

Q Is parking available?

A There are public pay and display car parks situated on Portman Road. The day rate for these car parks is approximately £4.50 per day and free of charge from 20.00 hrs. We advise that your guests do not use car parks with barriers as these car parks close at 20.00hrs.

Q Can you provide details of a local hotel?

A

Ramada Encore	01473 694600 (within walking distance)
Novotel Hotel	01473 232400 (within walking distance)
Holiday Inn (Orwell)	0870 400 7217 (10 minutes by taxi)
Salthouse Harbour Hotel	01473 226789 (5 minutes by taxi)
Holiday Inn (London Road)	0870 400 9045 (10 minutes by taxi)

