

# CONFERENCES AND MEETINGS AT IPSWICH TOWN FOOTBALL CLUB

## WHY WE'RE DIFFERENT

- We offer a unique facility for any event.
- We develop our menus using ITFC sports nutrition expertise.
- We are in a central location with easy parking so make the Portman Road stadium the backdrop for your event.

## WHAT WE DO:

**Listen** - we work closely with our clients to understand your specific requirements, ensuring that your event is a success from start to finish.

**Care** - we care for you, your delegates and the world around us. We try to lessen our impact on the environment through sourcing local produce and careful building management without compromising on quality or service.

**Deliver** - we aim to exceed your expectations and provide the high quality catering and service for which we are renowned.

## HOW TO BOOK:

Enclosed are our delegate packages which have been carefully tailored to provide most items that our customers require for a fixed price.

1. Choose from a full day or half day package enclosed.
2. Contact our Conference and Banqueting team who will be able to suggest a suitable room for your event. We have rooms to suit every occasion, from a group of 8 delegates to in the region of 250 guests.

If you would prefer us to price your requirements individually, please contact us and we will create a bespoke quote for your event.

## MINIMUM NUMBERS

Please note: To enable us to accommodate your meeting in the most suitable suite the following **minimum numbers** apply.

Sir Bobby Robson Suite	50
Legends Suite	40
Players' Suite	20
Premier Suite	16
Sponsor's Lounge	12
Boardroom	10
Britannia Suite(s)	8

## WHO DO WE WORK WITH?



## SPECIAL DIETARY REQUIREMENTS

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

Issued January 2011



## DAY DELEGATE PACKAGE

Our delegate package is available to groups of 8 or above. The package is designed to allow you to focus on your meeting as all requirements such as refreshments, conference stationery and equipment have been included for your convenience.

- Three servings of tea, coffee and herbal teas with biscuits
- One serving of tea, coffee and herbal teas with homemade Player's flapjacks
- Bottled mineral water and cordials
- Choice of three superb lunch options – select from menu A, B or C shown to the right of this page
- Wrapped sweets
- Conference stationery and pens
- Well appointed suite – with a range of room configurations available in most suites
- Plasma screen (free standing pull up screens are available if preferred)
- Flipchart, pad and pens
- Available 8.00am – 6.00pm

**£31.50 PER PERSON**

### BUFFET MENU A

Selection of filled bridge rolls (v)  
 Fruit fondue with a stem ginger yogurt (v) (g)  
 Smoked salmon crostinis  
 Brie and sun blushed tomato quiche bites (v)  
 Battered prawns with chilli plum sauce  
 Cheese and onion pastry flutes (v)  
 Crispy chicken strips served with Cajun dipping sauce  
 Seasoned wedges with sour cream dip (v)  
 Fresh fruit basket (v) (g)  
 Danish pastries (v)

### BUFFET MENU B

Wholemeal and granary sandwich selection (v)  
 Fruit kebabs with a minted yogurt (v) (g)  
 Crudités with a Monterey Jack Cajun dip and tomato salsa (v) (g)  
 Marinated olives (v) (g)  
 Breaded plaice goujons with tartare cream fraiche  
 Fresh hoi sin chicken strips with pak choi  
 Baked lemon and cracked black pepper crumbed mushrooms (v)  
 Potato wedges roasted with sea salt and dill (v) (g)  
 Fresh fruit basket (v) (g)  
 Selection of low fat yogurts (v)

### HOT CROCK POTS MENU C

Chilli con carne  
 Quorn à la king (v)  
 Buttered new-minted potatoes (v)  
 Braised saffron rice (v)  
 Tortilla chips served with guacamole and sour cream (v)  
 Moist carrot cake  
 Fresh fruit basket (v) (g)

All prices exclusive of VAT

Menus and rates subject to change

(v) vegetarians and (g) gluten free

TEL: 01473 400580 FAX: 01473 400041  
ENQUIRIES@NUMBERONEVENUE.CO.UK WWW.NUMBERONEVENUE.CO.UK





## HALF DAY DELEGATE PACKAGE

Available for groups of 8 to 250 delegates, this offers a shorter version of the day delegate rate from 8.30 – 1.00pm or 1.00pm – 6.00pm.

- Three servings of tea, coffee and herbal teas with biscuits
- Bottled mineral water and cordials
- Choice of superb catering options, please select from the menu shown to the right or choose from our superb upgrade options
- Wrapped sweets
- Conference stationery and pens
- Well appointed suite – with a range of room configurations in most suites
- Plasma screen (free standing pull up screens are available if preferred)
- Flipchart, pad and pens

**£21.50 PER PERSON**

### EARLY START

Freshly cooked bacon rolls  
 Delicious vegetarian sausage rolls (v)  
 Pain au chocolat  
 Fresh fruit kebabs with minted yogurt (v)\* (g)

### GREAT END TO A MORNING EVENT

Freshly made assorted baguettes  
 Brewer's potato wedges  
 Basket of fresh fruit (v)\* (g)

### FOR A CHANGE

Homemade roasted tomato and basil soup served with crusty bread (v)  
 Moist carrot cake  
 Basket of fresh fruit (v)\* (g)

### OPTIONAL UPGRADES FOR HALF DAY DELEGATE PACKAGE:

You could upgrade to our day delegate menus at just £6 per person. See previous page for details.

If you are 16 people or more, our half day package can be upgraded to a full cooked breakfast for a supplementary rate of £6 per person.

### SUFFOLK COOKED BREAKFAST

Suffolk orchard apple and pork sausages  
 Broadlands smoked back bacon (g)  
 Creamy scrambled eggs (v) (g)  
 Sautéed button mushrooms (v)\* (g)  
 Grilled tomatoes (v)\* (g)  
 Hash browns (v)\* (g)  
 Fruit basket (v)\* (g)  
 Wholemeal and white toast, with butter and a selection of tip tree jams  
 Chilled orange juice

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  
 ENQUIRIES@NUMBERONEVENUE.CO.UK WWW.NUMBERONEVENUE.CO.UK





## ADDITIONAL FOOD AND DRINK

Enhance your package by selecting from the options below:

### PER PERSON

Tea, coffee and biscuits	£2.00
Danish pastries	£2.00
Bacon rolls	£2.50
American style muffins	£1.50
Assorted loaf cakes	£1.75
Local yogurts and assorted cereal bars (v)	£2.95
Locally produced fruit juices and smoothies (v)	£2.95
Freshly baked cheese and bacon croissants	£2.95
Goody bag to end your event for your delegates: Includes mineral water, Player's flapjack, apple and snacks	£4.95

### PER BASKET

Fruit baskets up to 10 persons	£10.00
Fruit baskets up to 20 persons	£16.00

### PER LITRE JUG

Orange juice (5 – 6 glasses)	£4.75
------------------------------	-------

### PER BOTTLE

Apple juice (75cl bottle - 5 to 6 glasses)	£4.17
Mineral water (still or sparkling) (1 litre bottle – 8 to 10 glasses)	£2.95

## NEED MORE SPACE

We can provide additional suites for breakout meetings, interviews or even as an extra suite for your refreshments or lunch.

The following rooms may be available when booked in conjunction with your main meeting room:

SUITE	NO	FULL DAY	HALF DAY
Legends' Suite	40-60	£470.00	£340.00
Players' Suite	20-50	£400.00	£320.00
Premier Suite	16-30	£240.00	£180.00
Sponsor's Lounge	12-28	£200.00	£130.00
Britannia Suites	2-12	£90.00	£60.00
The Boardroom	10-22	£290.00	£200.00
TV Studio	10-18	£90.00	£60.00

## SOMETHING SPECIAL

Make your event extra special or recognise your delegates achievements with one of the following:

Celebration cake From £35.00 each

House Champagne £45.00 per bottle

Give us sufficient notice and we shall endeavour to get this signed by your favourite player

All prices exclusive of VAT

Menus and rates subject to change

(v) vegetarians and (g) gluten free



## AUDIO-VISUAL EQUIPMENT

We provide our own state of the art equipment and work closely with local AV suppliers, should you require items other than those shown.

### STANDARD SERVICES

#### PER DAY - UNLESS STATED

Projection screen	£15.00
Flipchart, pad and pens	£15.00
Additional flipchart pads	£5.00
Flipchart stand only	£10.00
Data projector	£85.00
Data projector (half day)	£45.00
Video player	£25.00
DVD player	£25.00
Laptop	£65.00
Remote mouse	£18.00
Lectern	£35.00
Stage and skirt	£30.00

### ADDITIONAL SERVICES

#### PER DAY - UNLESS STATED

Conference phone – call charges apply	£18.00
Video conferencing	POA
Interactive white board	POA

### PA SYSTEMS

PA system is included within the hire rate for the microphone below:

UHF lapel microphone	£45.00
UHF hand-held microphone	£45.00

AV technician  
To assist your set up and run your presentation and sound during your event. This is strongly recommended if you anticipate multiple speakers and presentations

POA

## BUSINESS SERVICES

We can also provide the following services during your events:

### PHOTOCOPIES

Per copy A4 -	£0.15
---------------	-------

### PRINTING

Per page A4 -	£0.45
---------------	-------

### FAX SERVICE

First page (UK)	£2.00
Each page after (UK)	£1.00
First page (Int'l)	£2.50
Each page after (Int'l)	£1.50

### OUTBOUND TELEPHONE CALLS PER MINUTE

UK	£0.20
International	£1.00

### INTERNET ACCESS PER MINUTE

Call charges	£0.20
KeZone: Wi-Fi cards available	POA
ISDN line	£20.00

All prices exclusive of VAT

Menus and rates subject to change