

THE APEX

MEETINGS & EVENTS

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 event management services are provided by Sodexo, with The Apex sitting in their Prestige Venues & Events collection. This collection positions Sodexo as the UK's leading catering and events company.

It also provides 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.

FANTASTIC LOCATION, IN A BEAUTIFUL AND HISTORIC TOWN, THIS VENUE WILL LEAVE A LASTING IMPRESSION.



# REASONS TO CHOOSE THE APEX

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## 1. Fantastic location

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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

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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 delegates coming to The Apex by car will receive car parking permits to ensure the event can get off to a smooth and punctual start.

## 3. An exciting setting for your event

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Why settle for a conventional location when you can choose somewhere with the Wow! factor? The award-winning Apex doubles 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

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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 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

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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, can be configured to any preferred layout.

## 6. High tech equipment

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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 and 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.

# MEETING ROOMS AT THE APEX

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*The perfect space for receptions and exhibitions regularly hosting a variety of business networking events.*



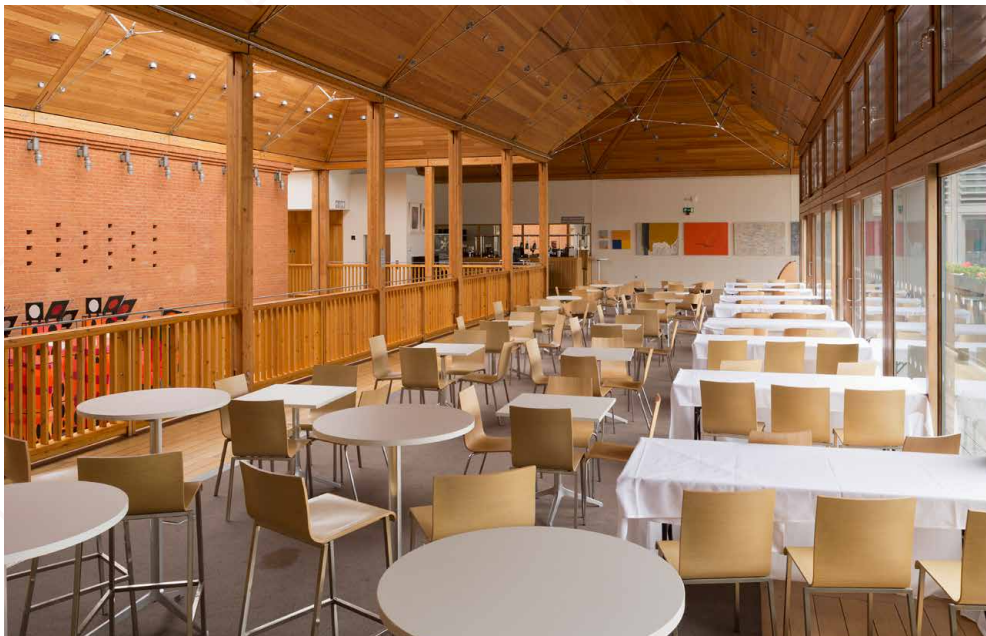
The first floor Lounge is a bright and airy space with an internal balcony overlooking the ground floor foyer and an external balcony to enjoy during warmer months.

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



# DAY DELEGATE PACKAGES

## Silver Day Delegate Package

**£30.00 + VAT per head**  
• Up to 10 delegates

**£28.00 + VAT per head**  
• 11 - 80 delegates

**£36.00 + VAT per head\***  
• 81 - 500 delegates

- 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 park
- Flipchart and pens
- Three servings of refreshments (tea/coffee)
- Sandwich buffet lunch

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

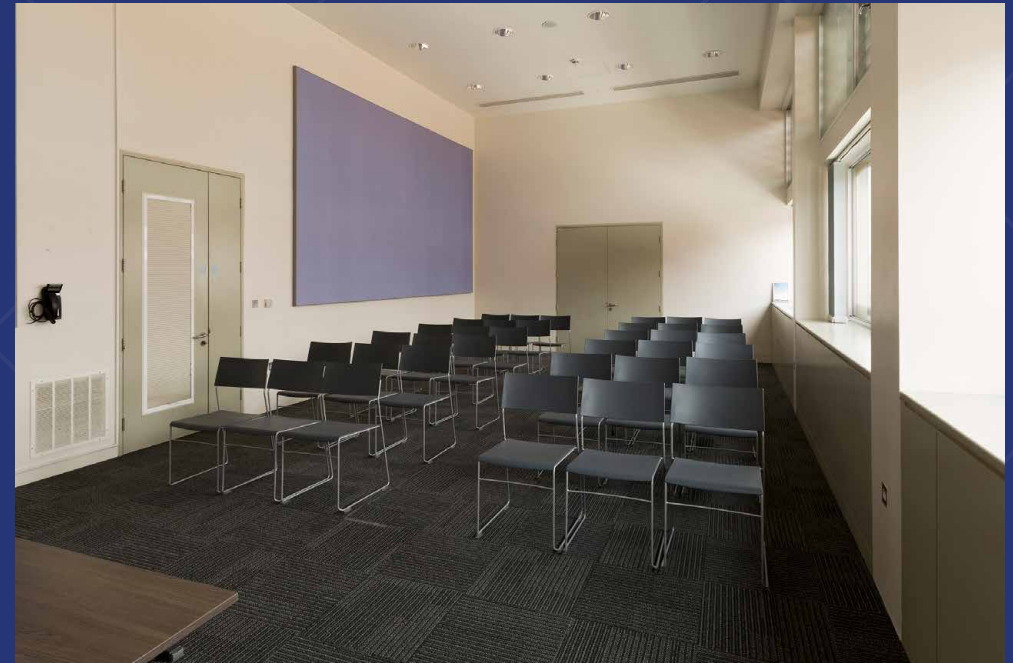
## Gold Day Delegate Package

**£38.00 + VAT per head**  
• Up to 10 delegates

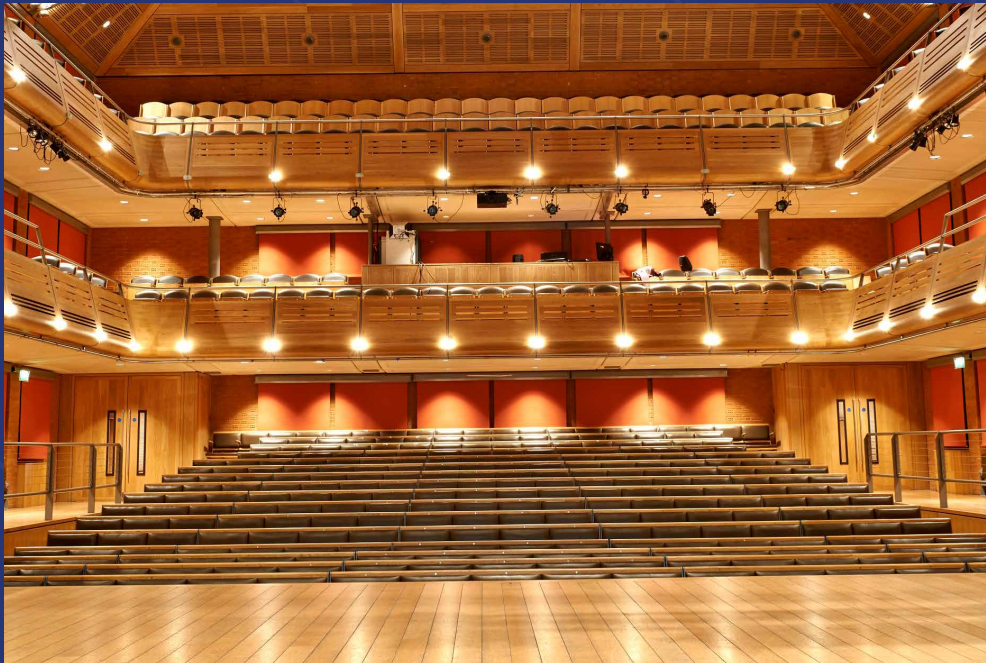
**£36.00 + VAT per head**  
• 11 - 80 delegates

**£44.00 + VAT per head\***  
• 81 - 500 delegates

- 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 park
- Flipchart and pens
- Three servings of refreshments (tea/coffee)
- Homemade cookies on arrival
- Finger buffet lunch
- Jugs of juice served with lunch



# PLATINUM DAY DELEGATE PACKAGES



**£42.00 + VAT per head**  
· Up to 10 delegates

**£38.00 + VAT per head**  
· 11 - 80 delegates

**£46.00 + VAT per head\***  
· 81 - 500 delegates

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

- 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 park
- Flipchart and pens
- Three servings of refreshments (tea/coffee)
- 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



## Upgrades:

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

# ROOM HIRE



## The Auditorium

**£2,200 +VAT - Room hire (all day)**

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.

<b>Theatre-style</b>	<b>520</b>
<b>Cabaret-style</b>	<b>260</b>
<b>Classroom-style</b>	<b>200</b>
<b>U-Shape-style for</b>	<b>150</b>



## Studio 1

**£350 +VAT - Room hire (all day)**

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.

<b>Theatre-style</b>	<b>60</b>
<b>Cabaret-style</b>	<b>24</b>
<b>Classroom-style</b>	<b>45</b>
<b>U-Shape-style</b>	<b>30</b>
<b>Boardroom-style</b>	<b>28</b>



## Studio 2

**£380 +VAT - Room hire (all day)**

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

<b>Theatre-style</b>	<b>80</b>
<b>Cabaret-style</b>	<b>48</b>
<b>Classroom-style</b>	<b>63</b>
<b>U-Shape-style</b>	<b>60</b>
<b>Boardroom-style</b>	<b>44</b>



## Studio 2a & 2b

**£250 +VAT - Room hire (all day)**

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

<b>Theatre-style</b>	<b>40</b>
<b>Cabaret-style</b>	<b>16</b>
<b>Classroom-style</b>	<b>27</b>
<b>U-Shape-style</b>	<b>30</b>
<b>Boardroom-style</b>	<b>24</b>



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