



CONFERENCING & EVENTS: PACKAGES, PRICES & INFORMATION



FULL DAY DELEGATE PACKAGES

Up to 8 hours, minimum numbers apply

All of our full day delegate packages include the following:

- Available from 8.00am-6.00pm (pre-arranged with co-ordinators)
- Well-appointed suite suitable for your attending number
- Natural daylight in a unique venue
- Free on-site car parking (First come, first served basis. If our capacity becomes full, please utilise the pay and display car parks that surround the ground)
- Directional and event signage
- A selection of teas and freshly brewed coffee on arrival, mid-morning and mid-afternoon
- 1 litre bottle of mineral water per person
- Various catering options (see below, our Bronze, Silver and Gold packages)
- Data projector, screen, lapel/roaming microphone and PA system available in the Sir Bobby Robson Suite
- Plasma screens – ideal for presentations directly from your laptop
- Flipchart, pad and markers
- Complimentary Wi-Fi available
- Delegate conference stationery and pens
- Dedicated Duty Manager for your event

BRONZE - £29 + VAT per person

As well as a selection of teas and freshly brewed coffee on arrival, mid-morning and mid-afternoon, plus a bottle of mineral water per delegate. Our Bronze package includes a Sandwich Platter served with crisps and fresh fruit.

SILVER - £34 + VAT per person

As well as a selection of teas and freshly brewed coffee on arrival, mid-morning and mid-afternoon, plus a bottle of mineral water per delegate. Our Silver package includes Danish pastries on arrival, as well as a choice of Finger Buffet served with orange juice.

GOLD - £42 + VAT per person

As well as a selection of teas and freshly brewed coffee on arrival, mid-morning and mid-afternoon, plus a bottle of mineral water per delegate. Our Gold package includes Danish pastries on arrival, a choice of Fork Buffet, served with orange juice.



HALF DAY DELEGATE PACKAGE

Up to 4 hours, minimum numbers may apply

£20.00 per person + VAT

- Available from 8.00am-6.00pm (pre-arranged with co-ordinators)
 - Tea, coffee and water on arrival and mid-way through your meeting
 - Well-appointed suite suitable for your attending number
 - Natural daylight in a unique venue
 - Up to 4 hours
 - Free on-site car parking (First come, first served basis. If our capacity becomes full, please utilise the pay and display car parks that surround the ground)
 - Directional and event signage
 - Sandwich Platter served with crisps and fresh fruit
 - Data projector, screen, lapel/roaming microphone and PA system available in the Sir Bobby Robson Suite
 - Plasma screens – ideal for presentations directly from your laptop
 - Flipchart, pad and markers
 - Complimentary Wi-Fi available
 - Delegate conference stationery and pens
 - Dedicated Duty Manager for your event
 - **Upgrade your lunch to the Finger Buffet menu for only £10 + VAT per delegate**
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ROOM HIRE ONLY

- Well appointed suite with natural daylight
- Free on-site parking (First come, first served basis. If our capacity becomes full, please utilise the pay and display car parks that surround the ground)
- Directional and event signage
- Plasma screens - ideal for presentations directly from your laptop
- Complimentary Wi-Fi available
- Dedicated Duty Manager for your event

Room Hire Only - Full Day (Up to 8 hours)

Suite:	£ Full Day
Champions Lounge	£100 + VAT
Executive Suite	£120 + VAT
Sponsors Lounge	£235 + VAT
Media Suite	£235 + VAT
Premier Suite	£235 + VAT
Hall of Fame	£235 + VAT
Sir Alf Ramsey Suite	£330 + VAT
Beattie's	£495 + VAT
Sir Bobby Robson Suite	£715 + VAT
Marquee	£715 + VAT
Practice Pitch	£715 + VAT

Room Hire Only - Half Day (Up to 4 hours)

Suite:	£ Half Day
Champions Lounge	£65 + VAT
Executive Suite	£65 + VAT
Sponsors Lounge	£175 + VAT
Media Suite	£175 + VAT
Premier Suite	£175 + VAT
Hall of Fame	£175 + VAT
Sir Alf Ramsey Suite	£220 + VAT
Beattie's	£360 + VAT
Sir Bobby Robson Suite	£530 + VAT
Marquee	£715 + VAT



BREAKFAST MEETING PACKAGE

3-hour period only, minimum of 6 delegates

- Well-appointed suite with natural daylight
- Tea, Coffee and juice on arrival
- Free on-site parking (First come, first served basis. If our capacity becomes full, please utilise the pay and display car parks that surround the ground)
- Directional and event signage
- Plasma screen – ideal for presentations directly from your laptop
- Complimentary Wi-Fi available
- Dedicated Duty Manager for your event

Bacon rolls or Danish pastries with fresh fruit

£12.00 per person + VAT

Full English Breakfast

£16.50 per person + VAT



DINNER PACKAGES

Up to 5 hours, minimum of 6 delegates

All of our dinner packages include the following:

- Exclusive hire of an ITFC suite for up to 5 hours
- Directional and event signage
- Multiple catering options
- Clothed tables each seating 8 to 10 guests
- Security staff
- Plasma screens
- Use of a microphone
- Cash bar or pre-arranged account bar facility
- Non ticketed but private cloakroom or cloak rail
- Dedicated Duty Manager for your event

BRONZE - £25.95 + VAT per person

Our Bronze package includes a **set two course meal** of your choosing (plus one additional vegetarian option).

SILVER - £30.95 + VAT per person

Our Silver package includes a **set 3 course meal** of your choosing (plus one additional vegetarian option). As well as an **arrival drink**.

GOLD - £36.95 + VAT per person

Our Gold package includes a **3-course meal of delegates choosing** (2 choices per course, plus an additional vegetarian option). As well as an **arrival drink**.



PROM PACKAGES

All of our prom packages include the following:

- Exclusive hire of an ITFC suite
- Non-alcoholic punch on arrival. **Upgrades available.**
- Directional and event signage
- Multiple catering options
- Clothed tables each seating 8 to 10 guests
- Disco and dance floor
- Security staff
- Plasma screens
- Use of a microphone
- Cash bar or pre-arranged account bar facility
- Non ticketed but private cloakroom or cloak rail
- Dedicated Duty Manager for your event

BRONZE - £25.00 + VAT per person

Our Bronze package includes a **set two course finger buffet** of your choosing.

SILVER - £30 + VAT per person

Our Silver package includes a **set two course meal** of your choosing (plus one additional vegetarian option).

GOLD - £35 + VAT per person

Our Gold package includes a **three-course meal of delegates choosing** (2 choices per course, plus an additional vegetarian option).



We can create a bespoke package for any event or celebration including:

- Wedding Breakfasts & Wedding Receptions
- Funerals, Wakes & Services of Remembrance Exhibitions
- Fashion Shows
- Seminars
- Team building

The options are endless. Contact our experienced and dedicated Conference & Events Coordinators to discuss your event requirements in detail.

Themes:

There are many options available in order to make your event unique. We can suggest themes, arrange entertainment from bands and discos to magicians and red carpets! We work with local event management teams who really can go to town with your ideas!



ADDITIONAL ITEMS

Additional Food & Drink:

Tea and coffee	£2.20 per serving per person
Tea, coffee and biscuits	£2.65 per serving per person
Danish Pastries	£2.50 each
Bacon rolls	£3.25 each
Assorted loaf cakes	£2.00 per person
Yogurts & assorted cereal bars (v)	£3.25 per person
Locally sourced fruit juices & smoothies	£3.25 per person
Orange, apple, cranberry juice	£5.25 per jug (serves 6 cups)
Mineral water (still or sparkling 1 litre)	£2.95 per bottle
Sandwiches, locally sourced crisps & fruit	£6.75 per person
Finger buffet	£13.55 per person
Fork buffet	£24.95 per person
Afternoon Tea	£10.50 per person
Fruit basket	£11.50 (serves 10)

Cheeseboard £27.00
A selection of English cheeses with biscuits, grapes & celery, serves 10 people

Canapés £7.00 (four per person)
Including ratatouille with Gruyère cheese on a sun-dried tomato croûte (v), smoked salmon and chive cream cheese crostini (v), Thai spiced chicken on an herb croute & peppered beef with horseradish cream

Bar Nibbles £14.00
An assortment of crisps, nuts and cheese straws, serves 10 people.

Prices exclude VAT unless otherwise stated
Minimum numbers apply.



ADDITIONAL EQUIPMENT

We provide our own state of the art equipment and work closely with local AV providers, should you require items other than those shown, please contact a member of the team. All prices are per day, exclusive of VAT unless stated.

Your package will include instruction of our equipment but does not include facilitation from a dedicated member of staff whilst your event is taking place.

Projection screen	£20.00
Flipchart, pad and markers	£20.00
Additional flipchart pads	£5.00
Flipchart stand only	£10.00
Data projector	£55.00
Laptop	£75.00
Remote mouse	£20.00
Conference pad and pen (per person)	£1.70
Lectern	£35.00
Stage (244 x 122 x 30cm)	£40.00
Microphone (subject to availability within suite)	£50.00
Video conferencing	£325.00
AV technician	from £80.00
Photocopying	from 35p per item
Stage	£75.00
Dance floor	£50

Prices exclude VAT unless otherwise stated.
Minimum numbers apply.
