

Bronze Option 1

The Event can be booked for any of the following days, and these are in line with the half-term week. This will ensure we can fully utilise the space for your event.

Monday 17 February 2025 to Friday 21 February 2025

The proposed event space would be within the Lowestoft Sixth Form. The ground floor area would be set up in a conference-style layout with individual chairs.

- The organisational stands can be easily located around the seating plans.
- Breakout areas x 6 can be set up on the first floor as well as with the theatre space, behind the presenter area.
- Car parking would be defined in key areas next to the sixth form (stands and presenters) as well as the main car parks that can be managed and signposted to the Sixth Form.
- Sign-in stations will be set up in the main reception areas alongside 2 refreshment areas. A breakout area will also be located near this space to allow networking.
- A dedicated lunch area will be provided to support the set-up of lunch late morning, without disrupting the main event.

Event Space (set up time if required the day before) to the agreed layout.	£1000.00
General event support for set up and during the day.	
Refreshments on arrival and during the day	£4.00/ person = £600

External caterer possibilities (separate costs)

- Funnels
- Lound Garden Centre
- Access Community Trust (Sams Café)
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Max £10pp = £1.5k

TOTAL £3,100 ex vat