



Stowmarket Town Awards 2026 Catering Brief

Awards Event

Event date: Friday, 25th September 2026.

Numbers: 130 guests, seated on 13 round tables of 10.

Location: A drinks reception to be held in St Peter's & St Mary's Church (IP14 1ET), with dinner and the awards ceremony to be held in the John Peel Centre in Stowmarket (IP14 1ET).

Time: Drinks reception from 18.15 in St Peter's & St Mary's Church Hall. Dinner from 19.00 in the John Peel Centre.

Type of Food and Drink

A 3 course sit down dinner as follows:

- Choice of 3 starters
- Choice of 3 main courses.
- Choice of 3 puddings
- Tea/coffee

Vegetarian/vegan alternative to be offered and all menu options to be adapted for specific dietary requirements.

The Town Council will provide all alcoholic and non-alcoholic drinks, therefore you are not required to quote for beverages.

Set up/clear up times

The venues will be available on Thursday 24th September 2026 (times to be arranged). A suggested running order for the timings on the evening are;

18:15 Drinks reception
18:50 Guest start moving to the JPC
19:10 Starter served
19:40 Mains served
20:10 Dessert and tea and coffee served
20:45 Award ceremony start
22:30 Evening finishes – estimation

Cooking/equipment facilities

There is an area allocated for catering within the John Peel Centre for which electric catering equipment will need to be brought in, no gas.

The hire of tables/chairs, table linen, crockery, cutlery and glasses should be included within the quote.

Staffing and Supervision

The caterer would be expected to supply a minimum of 10 waiting staff to serve.

Drinks reception: Serving staff not required – only glassware

Awards ceremony: Serve three course supper plus tea/coffee. (awards to be presented following the meal)

Food safety/H&S

All relevant food safety certificates and risk assessments must be in place.

Insurance

Caterer must be able to provide details of Public Liability Insurance at time of quotation.