



**HMS AMBUSCADE ASSOCIATION
REUNION WEEKEND**

**KEGWORTH HOTEL & CONFERENCE CENTRE
KEGWORTH**

FRIDAY 7TH – SUNDAY 9TH MAY 2021

ITINERARY

Friday 7th May

Arrive at the Kegworth Hotel
From 14.00 Meet and greet
Guests check in
19.00 Private buffet dinner
Overnight stay

Saturday 8th May

From 07.30 Breakfast in hotel restaurant
10.00 AGM in hotel with tot time (if required)
11.30 Coach departs for National Memorial Arboretum
Guests at leisure to explore
16.00 Coach departs for hotel
18.30 Pre-dinner wine reception
19.30 3 course gala dinner
Overnight stay

Sunday 9th May

From 07.30 Breakfast in hotel restaurant
Guests check out and depart

MANAGEMENT

SF Events would provide full event support including (but not limited to) the following elements:

Pre-event organisation

- Design and distribute booking forms
- Create dedicated online registration portal for members
- Collate all responses and send payment receipts to confirmed guests
- Send regular updates of bookings to association organiser
- Collate menu choices, dietary requirements and any special assistance needs for all attendees
- Supply hotel with full rooming list (detailing single, double, twin, limited mobility etc.)
- Book group visit to National Memorial Arboretum
- Organise coach for day trip
- Liaise with hotel regarding function room plan
- Liaise with hotel regarding menu choices and dietary requirements
- Check risk assessments and insurance for all third-party suppliers
- Create project plan including detailed schedule

Role of SF Events representative onsite

- To be onsite from early Friday morning to Sunday morning when most guests depart
- To ensure smooth running end to end of all aspects of the reunion
- Set up dedicated association member desk
- Print and display daily orders
- Meet & greet guests on arrival and issue with any reunion materials
- Create menu reminder slips for each guest
- Supervise hotel check-in and bedroom allocation
- Member liaison dealing with any hotel issues
- Coordinate rum for tot time (if required)
- Ensure coach driver clearly briefed on set down/pick up points
- Accompany group on visit to arboretum
- Liaise with hotel regarding any association flags or memorabilia
- Ensure banqueting and meeting rooms set up correctly for each element of the weekend
- Display table plans as required

COSTS

2 night reunion weekend at the Kegworth Hotel is £139.00 per person. This includes:

- 2 nights accommodation (double/twin occupancy limited singles available with no supplement)
- Full buffet breakfast each morning
- Friday evening – hot & cold buffet
- Function space for AGM (if required)
- Coach trip to National Memorial Arboretum
- Tot of rum to toast the ship (Pusser's Blue Label provided)
- Saturday evening - 3 course gala dinner with wine reception
- 20% discount off bar prices at hotel
- Free parking at hotel

3 night weekend (including Sunday dinner, bed and breakfast) also available at £175.00 per person.

Saturday night gala dinner, bed and breakfast also available at £95.00 per person.

Gala dinner only available at £45.00 per person.

Members will be charged a per person cost as detailed above. A £10.00 non-refundable deposit will become due from members on booking, followed by the balance 6 weeks prior. Payments received from attendees will be paid directly into an association reunion client deposit account and held there until after the reunion event is complete. On Tuesday 10th May 2021 the full balance paid by your members will transfer to SF Events Ltd.

CANCELLATION

During this unprecedented time, we understand that guests may be concerned about event cancellation. We have clear terms and conditions as follows:

Should the event need to be cancelled by the association at any time the non-refundable deposit paid by members will transfer to SF Events Ltd. From 4 weeks prior to the function date final numbers will have been submitted to the hotel therefore 100% of costs will be chargeable.

Should the event need to be cancelled by the hotel, SF Events Ltd will transfer the booking to another suitable venue.

Should the event need to be cancelled by SF Events Ltd at any time all monies paid will be refunded to members directly by cheque.