

Event Information

HQR Summer Ball - Saturday, 22nd June 2019

JA Marriott Grosvenor House Hotel Great Room Entrance via Park Lane

Outline Timings:	6.30pm	Arrival for sparkling wine reception
	7.15pm	Call to dinner
	7.30pm	Welcome speech and dinner is served
	9.15pm	Charity raffle and live /silent auctions
	10.00pm	Live band
	11.30pm	DJ
	1.00am	Carriages

Dress Code: Black Tie (formal evening dress for ladies)
Please note that this is intended to be a partners event

What's Included in your Package?

Table: A table for 10 people

Food: A sumptuous three course meal, followed by coffee and petit fours

Beverages: Sparkling wine drinks reception 6.30pm - 7.15pm
Inclusive beer, wine and soft drinks from 7.30pm to 12.30am

NB. Three red / three white wine options are included in your package with the option of upgrade wine selections at additional cost on the night.

Photography: Photographers have been booked to capture the celebrations and photographs will be available to view / download after the event, with our compliments via the HQR London flickr page.

NB. attendance at this event confirms your acceptance to images of you and your guests being published on Flickr and used in future promotional material for the HQR Trust.

Live Band: Following the evening's formalities, a live band will take to the stage. This year, we are delighted to welcome back Hand Fulla Soul - who will perform a live 90-minute set.

Charities: A portion of your table cost and all proceeds raised by the charity auctions, which takes place after dinner, will be donated on an equal basis to this year's chosen charities - The Lighthouse Club and Child Bereavement UK. All proceeds from the raffle will be donated to Evolve Housing + Support.

Other: Bespoke event table centres and evening programmes will be provided.

Attendees, Dietaries & Seating Positions

A form can be found on the 'attendee download' page on the HQRLondon website which is required to be completed, scanned and returned to the event organiser NO LATER THAN Friday, 7th June 2019.

This form requires you to confirm;

- Your attendee names in full
- Their seating positions around the table
- Special dietary requirements*

* Please note that due to the scale of this event, there will be a set menu for the evening which will include a vegetarian option. Special dietary requirements should only be noted where the vegetarian option is required or specific allergies apply ie. Gluten free / nut allergy etc.

Your guests should be entered onto the form in the order in which you wish them to be seated. Place cards will be positioned according to the information you provide.

Please note: we cannot guarantee that any special dietary requirements or seating plans will be met should your form arrive later than the cut off date noted above.

Spelling of guest names will appear on table plans / place cards etc. as per the information supplied by you.

Hotel Accommodation

If you or your guests would like to stay over on the evening of 22nd June, The 5* Grosvenor House hotel has a large number of rooms on site. You can book online or via telephone:

www.marriott.co.uk
020 7499 6363

Please note that rates fluctuate and are subject to availability at the time of booking.

Check in from 3pm / Check out by 12pm

Alternative Hotels

Alternative hotels are available nearby including;

London Hilton, Park Lane
22 Park Lane, London, W1K
www.hilton.com

Millenium Hotel, Mayfair
44 Grosvenor Square, London, W1K
www.millenniumhotels.com

Park Plaza - Various locations
Westminster Bridge / Waterloo / County Hall / Albert Embankment / Victoria
www.parkplaza.com

Premier Inn - Various locations
Victoria / Leicester Square / King's Cross / Waterloo / Kensington
www.premierinn.com

Charity Raffle & Live/Silent Auctions

As well as the obvious networking opportunity for all members of the London HQR sector, and in keeping with the corporate social responsibility and charitable nature of our industry, the HQR Summer Ball will also raise funds for people less fortunate than ourselves by way of a raffle and auction.

All raffle and live auction items available will be included in the evening brochure provided on your tables upon arrival. On your table, you will find books of raffle tickets and an envelope in which you should enclose your payments and ticket stubs for collection during dinner.

Tickets for the raffle are £10.00 each and you and your guests have a chance of winning some spectacular prizes.

We have taken comments from the previous years' events on board, and have decided this year to invest in a tablet based silent auction in a bid to maximise the time for attendees to network, limiting the time spent at tables after dinner. The silent auction will run throughout the evening and we will have a much smaller number of live lots going under the hammer this year.

A single cash point is available on site at the hotel, but we would respectfully request that you advise your guests in advance of the charitable aspect of the evening should they wish to partake in the raffle.