

SUMMER BALL

22.06.24

Event Information for host companies



JW Marriott Grosvenor House Hotel
The Great Room (entrance via Park Lane)

- Table:** An all-inclusive table for 10 people
- Food:** A sumptuous three course set meal (with vegetarian option and specific dietaries/allergies catered for) followed by coffee and petit fours.
- Beverages:** Sparkling wine drinks reception, sponsored by Lutron EA - 6.30pm - 7.15pm.

Inclusive beer, wine and soft drinks from 7.30pm to 12.00am.

One red and white wine option is included in your package. An upgrade wine selection (one of each) will also be available and payable via your table waiter on the night (no pre-order option).
- Photography:** Official event photographs will be available to view & download via the HQR flickr page for social media/PR purposes, shortly after the event, with our compliments.

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.
- Entertainment:** Compère and ex-England cricketer Chris Cowdrey will host the event. Chris will be supported by Adger Brown for the live auction element of our evening.

Following the evening's formalities, a live band will take to the stage who will perform a live set, followed by a DJ until close. Further surprise entertainment may feature during the evening...
- Charities:** A portion of your table cost and all proceeds raised by the raffle and live auction will be donated on an equal basis to this year's chosen charities - The Lighthouse Club and Royal Surrey Charity Cancer Care Fund.
- Outline Timings:**
- | | |
|---------|--|
| 6.30pm | Arrival for sparkling wine reception |
| 7.15pm | Call to dinner |
| 7.30pm | Welcome speeches, charity introductions and dinner is served |
| 9.30pm | Charity raffle and live auction |
| 10.30pm | Live band followed by DJ |
| 12.00am | Inclusive drinks package ends |
| 1.00am | Bar close & depart |
- Dress Code:** Black Tie (formal evening dress for ladies)

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Dietaries & Allergies



An attendee dietary 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 as soon as you are able but certainly no later than 5th June 2024 please.

This form should only be completed and returned if anyone in your party has a specific dietary requirement / allergy that the venue should be made aware of. This form requires you to confirm;

- The host table (if you have purchased more than one table, please note "Company - Table 1" etc.
- The attendee name in full
- 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/vegan option. Special dietary requirements should only be noted where the vegetarian/vegan option is required or specific allergies apply ie. Gluten free / nut allergy etc.

Place cards will not be provided for this event. Should you wish to choose the seating order of your guests, table host are permitted to enter the dining area during the drinks reception to lay their place cards out on their respective table.

Please note: whilst we will always try to accommodate, the venue cannot guarantee that any special dietary requirements will be met, should your form arrive later than the cut-off date noted above.



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Hotel Advice



If you or your guests would like to stay over on the evening of the event, The 5* Grosvenor House hotel has a 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 on Saturday, 22nd June
Check out by 12 noon on Sunday, 23rd June

Alternative Hotels

With our event located in the heart of Mayfair, plenty of alternative hotels are available nearby covering a range of budgets to suit; including;

The Biltmore Mayfair, LXR Hotels & Resorts
44 Grosvenor Square, London, W1K
www.hilton.com

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

Millennium Hotel, Knightsbridge
17 Sloane Street, London, SW1X
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