

# SUMMER BALL

## 19.09.26

### Event Information for host companies



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

Table:	An all-inclusive table for 10 guests	
Food:	Enjoy a sumptuous three-course set dinner with pre-advised dietaries and allergies fully catered for. The meal will be 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 1.00am.	
	One red and white wine option is included in your package - rose is available upon request. Any upgraded wines will be payable via your table waiter on the night (no pre-order option).	
	Your inclusive drinks package will include alcohol free beer and wine options.	
Photography:	Official event photographs will be available to view & download via the HQR flickr page in the days following the event, with our compliments. These images may be used by attendees for social media and PR purposes.	
	Please note: attendance at this event confirms your acceptance of images of you and your guests being published on Flickr and used in future promotional material for the HQR Trust.	
Entertainment:	Our Compère will guide the evening's proceedings and we will also welcome a live auctioneer for the charity element of our evening.	
	After dinner, a live band will take to the stage, followed by a DJ set until close.	
Charities:	A portion of your table cost (% subject to final number of tables sold) along with all proceeds from the raffle and live auction, will be donated equally to this year's chosen charities: The Lighthouse Construction Industry Charity and The Construction Youth Trust.	
Outline Timings:	6.30pm	Arrival and sparkling wine reception
	7.15pm	Call to dinner
	7.30pm	Welcome speeches, charity introductions and dinner service
	9.30pm	Charity raffle and live auction
	10.30pm	Live band followed by DJ
	1.00am	Inclusive drinks package ends and bar close
	1.30am	Venue to be vacated
Dress Code:	Black Tie (formal evening dress for ladies)	

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## Dietaries & Allergies



An Attendee Dietary Form is available on the 'Attendee Download' page of the HQR London website. This form must be completed, and returned to the event organiser by 31 August 2026, or sooner.

Please complete and return the form only if anyone in your party has a specific dietary requirement or allergy that the venue should be aware of. The form asks you to confirm:

- Your host table name/number (e.g. "Company – Table 1" if multiple tables are booked)
- The attendee's full name
- Any special dietary requirements\*

\*Please note: Due to the scale of this event, a set menu will be served. Only list dietary needs or specific allergies (e.g. vegetarian, gluten-free, nut allergy, etc.).

Place cards will not be provided. If you wish to assign seating, table hosts may enter the dining area during the drinks reception to lay out their own place cards.

Important: While every effort will be made to accommodate special dietary requests, the venue cannot guarantee this if your form is submitted after the 31 August deadline.



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## Hotel Advice



If you or your guests wish to stay overnight following the event, the 5-star Grosvenor House Hotel offers a number of on-site rooms available to book directly online or by telephone:

[www.marriott.co.uk](http://www.marriott.co.uk)  
020 7499 6363

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

Check in from 3pm on Saturday, 19th September  
Check out by 12 noon on Sunday, 20th September

### Alternative Hotels

Located in the heart of Mayfair, the event is surrounded by a wide range of nearby hotels to suit different preferences and budgets, including:

The Biltmore Mayfair, LXR Hotels & Resorts  
44 Grosvenor Square, London, W1K  
[www.hilton.com](http://www.hilton.com)

London Hilton, Park Lane  
22 Park Lane, London, W1K  
[www.hilton.com](http://www.hilton.com)

Millennium Hotel, Knightsbridge  
17 Sloane Street, London, SW1X  
[www.millenniumhotels.com](http://www.millenniumhotels.com)

Park Plaza - Various locations  
Westminster Bridge / Waterloo / County Hall / Albert Embankment / Victoria  
[www.parkplaza.com](http://www.parkplaza.com)

Premier Inn - Various locations  
Victoria / Leicester Square / King's Cross / Waterloo / Kensington  
[www.premierinn.com](http://www.premierinn.com)

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## Event Sponsorship Opportunities



We would be delighted to hear from you if you would like to sponsor or provide one of HQR's 2025 raffle prizes or live auction lots.

In recognition of your generous support, and in addition to the charitable contribution your donation provides, your company logo and donation details will be displayed on the big screens during the evening. You will also be acknowledged in the event programme, a copy of which is given to all guests, and the compère will highlight your support when introducing your prize or auction lot.

### Raffle Prizes - see overleaf

Our Live Auction will be limited to a maximum of six lots.

If you would like to provide an item, please note that; due to the limited number of spaces available, auction lots should ideally be 'money can't buy' experiences designed to maximise bidding potential and appeal to corporate buyers.

HQR London may also be able to source an auction lot on your behalf, subject to a minimum sponsorship commitment of £1,500.

### True or False (Heads or Tails) - £1,000 cash sponsor

During dinner, guests will take part in a fun Heads or Tails game. Entry will be £20 per person, and we are seeking a sponsor to provide a £1,000 cash prize for the last person standing.



### Key Details:

- *Deadline for registration of interest: 1 July 2026*
- *Please provide full item details, along with a post-event contact name, phone number, and email address.*
- *Any date-specific prizes must be redeemable after 30 September 2026.*
- *Sponsorships will be accepted on a first-come, first-served basis, taking into account their suitability and the Lots already confirmed.*
- *Companies are typically limited to sponsoring a single raffle or auction element, with the event organiser retaining discretion to allow additional sponsorships if required.*

*Please contact Kelly Gower to register your interest ([kelly.gower@hqrlondon.co.uk](mailto:kelly.gower@hqrlondon.co.uk))*



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## Charity Raffle Donations



The HQR Ball will once again host a charity raffle during the evening, with tickets available for purchase by attendees at their tables. Our raffle is always popular, with tickets sold at £10 each, raising up to £10,000. As in previous years, we plan to offer five raffle prizes for 2026;

- |                       |  |
|-----------------------|--|
| 1 <sup>st</sup> Prize | AV / technology package valued at approximately £3,000   |
| 2 <sup>nd</sup> Prize | A £500 shopping voucher, to complement an overnight stay and dinner at the JW Marriott Hotel (donated by the venue), bringing the total prize value to around £1,200 |
| 3 <sup>rd</sup> Prize | Sponsor-provided prize valued at approximately £500<br>Previous prizes have typically been tech bundles (ie. gaming console, apple product)                          |
| 4 <sup>th</sup> Prize | Sponsor-provided prize valued at approximately £300<br>Historically, geared towards the ladies in attendance e.g. spa voucher etc.                                   |
| 5 <sup>th</sup> Prize | Sponsor-provided prize valued at £150 - £200<br>This could be a case of champagne or a similar gift  |

We would be delighted to hear from you if you would like to sponsor or provide one of HQR's 2026 raffle prizes. In recognition of your support, in addition to the charitable impact of your donation, your company logo and prize details will be displayed on the big screens during the evening, mentioned in the event programme, and announced by the compère when presenting the prize.

### Key Details

- The deadline to register interest in supplying or sponsoring a raffle prize is 1 July 2026.
- Please provide full prize details, including a post-event contact name, phone number, and email address.
- Any date-specific prizes must be redeemable after 30 September 2026.
- Early registration is encouraged to help us plan and promote the event effectively.

Please contact Kelly Gower to register your interest ([kelly.gower@Can you](mailto:kelly.gower@Can you))