

Letter to Gala Dinner Delegates - Saturday 31st August 2019

When you applied for the Gala Dinner you will have received an e-mail confirming your payment and number of tickets applied for. In early August we will be contacting all delegates again to confirm the tickets they applied for.

The following information is about the Gala Dinner.

Address: De Vere Grand Connaught Rooms, 61-65 Great Queen Street, WC2B 5DA T. 0207 269 1873

7pm: Drinks reception in the Balmoral suite

8pm: Dinner commences in the Grand Hall

Table Plan: On arrival guests will be provided with a booklet showing their table and a seating plan

Dress: Lounge suits or Black Tie

Wine: Extra bottles of wine and spirits can be ordered from the waiter or waitress and paid for by guests

Travelling to De Vere Grand Connaught Rooms

Please check the TFL and National Rail websites for any works going on to avoid being delayed

Nearest Tube Station: Holborn, Covent Garden or Temple.

Flowers: After the dinner guests are encouraged to take their table flowers home

Changing Room: Is available

Disabled Access Information at De Vere Grand Connaught Rooms

Main entrance:

- Stair climber available on request (wheelchair is loaded on to the platform and then the machine 'climbs' the stairs)
- Button to notify reception that a guest at the bottom of the main entrance steps requires assistance

Ground floor:

- Cloakroom is staffed and wheelchair accessible
- There is a stair lift that goes up the staircase (close to the cloakroom) to the Balmoral Suite entrance
- All reception staff are trained to deal with accessibility and mobility issues

Lifts:

- If a guest is wheelchair bound and cannot use the stair lift once inside the building we will require notice in advance, so we can arrange a route for them to take.

This would take the form of taking the West lift to the second or third floor, then taking the central lift down to the upper ground floor where the Balmoral Suite and Grand Hall is located.

Area Map of De Vere Grand Connaught Rooms, 61-65 Great Queen Street, WC2B 5DA

