



Event Schedule

EVENT NAME: AGM & Gala Dinner

Dates: From 06-OCT-21 to 08-OCT-21	
Contact: Simone Travis	Hotel Contact: Simon Dowell
Email: stdowell@gmail.com	Hotel email: simon@luxuryhotels.com

Accommodation

DAY	DATE	Single Room	Double room	Executive Room	Total
Friday	06-OCT-21	0		1	1
Saturday	07-OCT-21	50	1	1	52
Sunday	08-OCT-21	5	1	1	7

Meeting and Function Space

DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATTENDANCE
07-OCT-21	07:30 – 23:59	Room Hire	Russell Suite	Banquet	80
07-OCT-21	07:30 – 10:30	Dressing the room	Russell Suite	Banquet	80
07-OCT-21	10:20 - 10:45	Arrival Drinks	Courtyard	Reception Style	80
07-OCT-21	10:45 - 13:00	AGM	Assembly Room	Theatre	80
07-OCT-21	18:00 – 18:45	Drinks Reception	Assembly Room	Theatre	80
07-OCT-21	18:45- 21:30	Dinner & Dance	Russell Suite	Banquet	80