

# Royal Observer Corps Association

## Memorandum from the Hon Secretary – Jenny Morris

To: Web Master Roy McDowell

Date: 20 February 2005

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### ANNUAL REUNION - 2005

- A new venue for the 2005 Reunion, with your help we are sure that we can look forward to another successful Reunion.

- The following details are confirmed:

- **DATE:** Friday, 7<sup>th</sup> October to Sunday, 9<sup>th</sup> October 2005
- **VENUE:** The Chester Moat House Hotel, Trinity Street, Chester, CH1 2BD
- **Package Cost:** £100 per person for 2 nights in a double or twin  
£140 per person for 2 nights in a single room (**NB 20 single rooms only at this price**)  
£200 per person for 2 nights in a single room once the 20 reduced priced single rooms allocated

#### Included in the price:

- **Friday:** 3 course Carvery Dinner, followed by National Draw, meet & greet in private function room.
- **Saturday:** Full English breakfast, Gala Dinner, followed by dancing to disco music.
- **Sunday:** Full English breakfast
- Overnight en-suite accommodation on Friday and Saturday
- Complimentary use of hotel leisure facilities
- Free parking in the car parks under the hotel complex (Token must be obtained from the hotel reception on arrival)
- There are lifts to all floors and ramp access

The Hotel is ideally located in the centre of Chester, close to the shops and main tourist attractions.

The railway station is about 1.25miles from the hotel, taxi is the best form of transport to the hotel.

*Single room booking: Please consider share to save the supplement. If possible arrange room share within your Group and attach the two booking forms together. Otherwise indicate on the single booking form willingness to share and John Sharpe will try to co-ordinate a share with those from another Group.*

**To facilitate a fair distribution of the 20 single rooms at the lower supplement rate please note the following deadline:**

**SINGLE ROOM BOOKING FORMS TO REACH JOHN SHARPE WITH DEPOSIT BY 31<sup>ST</sup> MARCH 2005**

**Deposit:** £30 per person required with your booking form.

Please make cheques payable to **The Chester Moat House Hotel** (**Not** the ROC Association).

**Booking forms and cheques to be sent to: Your Group Secretary to forward to John Sharpe by:**

***FORM AND CHEQUE TO ARRIVE BY 31 MARCH FOR SINGLE ROOMS***

***ALL OTHER BOOKINGS NO LATER THAN 31 JULY***

***Room reservations cannot be guaranteed after this date.***

- On receipt of the deposit from John Sharpe the Hotel will send the individual an acknowledgement.
- The balance of £70 per person (plus any single supplement) and any personal extras incurred such as newspapers, room service etc must be paid before departing from the Hotel. The Hotel will take card authorisation on arrival.
- **ALL** bookings for the Friday and Saturday accommodation to be done via John Sharpe.
- **NO** bookings direct to the hotel for the weekend package
- **ALL cancellations** to be sent to John Sharpe.
- Any extra nights other than the 2 nights included in the package to be arranged direct with the hotel by the individual.
- A blank booking form is attached - one booking form for each booking.
- **Please specify on the booking form:**
- Any special requirements such as dietary, room with disabled facilities etc
- Smoking or non smoking room
- Willing to share a twin room

# Royal Observer Corps Association Sixteenth Annual Reunion

**Friday, 7 October to Sunday, 9 October 2005**  
**The Chester Moat House Hotel**

## **BOOKING FORM FROM No ..... GROUP**

Please reserve the following accommodation for the 2005 Reunion at Chester:

Type of room:           Single                     Double                     Twin   
(Please tick as applicable)

Total cost:           £100 per person (plus if applicable single room supplement £40 per person, first 20 single rooms)

Deposit enclosed (£30 per person)   £..... (Non-returnable)  
(Cheque payable to: The Chester Moat House Hotel)  
(The balance to be paid to the Hotel prior to departure on 9 October)

**FULL NAME AND ADDRESS OF EACH PERSON ATTENDING**, in block capitals please.

*Note:* A separate booking form is necessary for each room required.

Please also give a telephone number in case of enquiry.

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Telephone: .....

Signed: ..... (applicant) Date:.....

**Please indicate the following requirements:**

Special diet/vegetarian/other .....

Room with disabled facilities – YES / NO

Bedroom for - non smoking / smoking

Single room but willing to share twin room - YES / NO

*Please return this form (with your deposit) to the GROUP SECRETARY for onward transmission to Mr John Sharpe, National Chairman.*

**ALL SINGLE ROOM BOOKINGS TO REACH JOHN SHARPE BY 31 MARCH 2005**  
**ALL OTHER BOOKINGS NO LATER THAN 31 JULY 2005**

- ALL bookings for the Friday and Saturday accommodation to be done via John Sharpe.
  - NO bookings direct to the hotel for the weekend package
  - ALL cancellations to be sent to John Sharpe.
- Any extra nights other than the 2 nights included in the package arrange direct with the hotel by the individual.