



**Group Regimental Sergeant Major
170 (Infrastructure Support) Engineer Group**
Chetwynd Barracks, Chilwell, Nottingham, NG9 5HA

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Reference: RSM/REA_DN_001

See Distribution

Date: 22 Sep 21

CALLING NOTICE FOR THE ROYAL ENGINEERS ASSOCIATION WINTER DINNER NIGHT 2021

Introduction

1. The Royal Engineers Association (REA) Winter Dinner Night (WDN) will take place on Sat 27 Nov 21 at Chetwynd Barracks, Chilwell. The event is a replacement for the highly popular REA Weekend with 150 REA members expected from across the country, along with up to 20 serving personnel from 170 Engr Gp and guests from HQ RE. We intend to pick up where we left off from 2019 as 2020 were not possible due to the pandemic. The event will be a Formal Dinner Night themed Winter Wonderland, with a traditional Christmas dinner menu.

Aim

2. The aim of this calling notice is to present the intended scheduled for the weekend to all REA Members and set out the administrative requirements of those who wish to attend, it will also help to establish accurate numbers and facilitate successful planning and execution of WDN.

Scheme of Manoeuvre

3. **Event Programme.** The proposed FoE for WDN is as follows:

Date	AM	PM	Evening activities
Fri 26 Nov 21	1000hrs onwards REA Veteran Arrival & Administration – Guardroom and Veterans' Reception Centre (VRC).		1800 – 2359hrs Welcome Function (Games Night) Cpls' Club (WOs and SNCOs also encouraged to attend)
Sat 27 Nov 21	Breakfast 20/20 club 0730 – 0830hrs	Lunch 20/20 club 1230 - 1330	1800 – 2359hrs REA Official Function in WOs' & Sgts' Mess c/w RE (V) Band REA Members requested to be in the mess by 18:45hrs
Sun 28 Nov 21	1000 – 1230 hrs Brunch at the WOs' & Sgts' Mess and dispersal		

Table 1: Proposed FoE.

Attendance

4. **Notice of Attendance and Cost.** A personal contribution of £15 per person attending is required to secure attendance. This must be paid in full when completing the returns process. Personal contributions will fund various elements of the MEL, including but not limited to feeding, the hire of civilian coaches to and from the local hotels to and from Chetwynd Barracks. WDN will be limited to 150 REA personnel, based on a 'first come first serve basis'; this is due to accommodation limitations on site and maximum occupancy limits of the WOs' and Sgts' Mess.

Branch Secretaries are requested to collate all returns centrally and submit a collective branch return with funds in a timely manner as requested within this calling notice. **The attendance proforma within the enclosures 1 to this document is to be returned to WO2 (QMSI) Johnson along with the nominal role at enclosure 2 to marlon.johnson456@mod.gov.uk No Later Than (NLT) 19 Oct 21.** All correspondence regarding the WDN should be labelled in the top left corner of the envelope 'WDN', emails to contain this phrase in the subject line.

Administration Requirements

5. **Transport.** A limited minibus shuttle service will be in operation between Chilwell Station and locally sourced accommodation on 27 Nov 21, this will be limited to the following hotels below:

- a. Village Hotel: Brailsford Way, Beeston, Nottingham NG9 6DL Tel: 0115896 5065
- b. Hylands Hotel: 303- 309 Queens Road, Beeston, Nottingham NG91JB. Tel: 0115 922 5678
- c. Fairhaven Hotel: 19 Meadow Road, Beeston, Nottingham NG9 1JP. Tel: 0115 922 7509

6. **Accommodation.** Accommodation for unaccompanied REA members will be available at nil cost within Chilwell Station on the evenings of 26 and 27 Nov 21. Unfortunately, accompanied personnel cannot be accommodated. **The accommodation request proforma at enclosure 3 should be completed and returned NLT 19 Oct 21 to WO2 (QMSI) Johnson.** Any bids received after these dates are likely to be refused due to booking process requirements, alongside an accommodation shortfall within Chilwell Station. To ensure disabled personnel are allocated accessible accommodation this includes individuals who may have difficulty negotiating stairs, please annotate accordingly. All accommodation must be vacated by 1100hrs on Sun 28 Nov 21.

7. **Messing.** Details of feeding arrangements for the weekend, and all meals taken in 20/20 All Ranks Restaurant will be at the individual's own expense, on a 'Pay as You Dine' basis. Messing provided at the Cpls' Club will be funded through personal contributions / REA provisions. Branch Secretaries are requested to complete the enclosed meal requirements proforma at enclosure 4 and return it to **WO2 (QMSI) Johnson NLT 19 Oct 21**; annotating the total number from the branch who intend to dine in the 20/20 restaurant.

8. **Arrivals.** On arrival to Chetwynd Bks all REA members will book in and receive car passes if required. All visitors will require photo ID. Once booked in they will be directed to Building 44 if they have booked accommodation. REA members will then be issued with the following:

- a. Welcome pack including meal timings, event programme, useful Tel Numbers etc.
- b. A bed space (signature required) including bedding.
- c. Security brief for the weekend.

For awareness, the Reception Centre personnel will remain within Building 44 (or be contactable) throughout the weekend to provide support to all veterans. REA members who are accompanied are to provide the details of the privately arranged accommodation to enable an efficient transportation plan.

9. **Car Parking.** All visitors will park in the Crusaders car park, directions will be given by the guardroom staff on the day of arrival to assist with navigation.

10. **Caravan and/or Motorhome Parking.** A small number of REA members typically request caravan parking. The Crusader car park will be utilised for this function, in-line with previous iterations of this event. Caravans are to arrive self-sufficient, and as per MOD policy vehicles are not be plugged in to any electrical or water supplies within Chetwynd Barracks. Caravan and motorhome owners are not park in unallocated areas or attempt to source electricity from condemned buildings. This is a Standing Order on behalf of the Station Comd.

11. **Dress.** REA members will require smart casual attire (polo shirt and smart jeans as a minimum) for the Friday evening, with due consideration to the games night scheduled to take place, and a jacket and tie as a minimum for the REA annual dinner on Saturday evening.

12. **Discipline.** All REA members are reminded that their conduct and behaviour is to be of the highest of standards throughout the weekend. In recent years, individuals have let themselves and their branches down, typically through alcohol induced unacceptable behaviour. Also, several items of Mess property have been stolen from the WOs' and Sgts' Mess during the dinner night, this is not acceptable and any similar behaviour in future will result in the civilian police being called. Individuals whose behaviour falls below the standards expected of a veteran will be removed from the event and banned from any further Chilwell Weekends whilst the current Gp RSM is in post.

Returns

13. Branch Secretaries are to return Enclosures 1,2,3 and 4 together with a cheque for £15.00 per head payable to **Central Bank 170 Engr Gp' to WO2 (QMSI) Johnson NLT 19th Oct 2021** at the address below. All correspondence regarding the WDN should be labelled in the top left corner of the envelope 'WDN', emails to contain this phrase in the subject line. Queries/Electronic copies can be sent by email to marlon.johnson456@mod.gov.uk

WO2 (QMSI) Johnson
RST
170 Engr Gp
Chetwynd Barracks
CHILWELL
Nottingham
NG59 5HA

Summary

13. WDN offers an opportunity for 170 (Infra Sp) Engr Gp to host and interact with REA members from across the region and beyond. Previous events held within Chilwell Station have demonstrated that there is a strong and ever-growing bond between REA members and serving soldiers. The CoC at 170 (Infra Sp) Engr Gp is keen to further develop this tie and will ensure the event is supported by the Gp in a manner that will ensure it is delivered effectively. To assist with this, the administrative requirements within this calling notice must be adhered to, following the timelines and guidelines specified throughout.

[Signed Electronically]

MA Martin
WO1 (Gp RSM)
for Comd 170 Gp

Enclosures:

1. Notice of attendance proforma.
2. Branch personnel attendance nominal roll.
3. Accommodation request proforma.
4. Meal booking proforma.

Distribution:

RE HQ – REA Controller
All REA Branch Secretaries (sent via RE HQ)
GWO 66 Wks Gp
GWO 63 Wks Gp

Copy to:

Comd 170 Engr Gp
CO 63 Wks Gp
File

REA WINTER DINNER NIGHT 2021 NOTICE OF ATTENDANCE PROFORMA

To: WO2 (QMSI) Johnson
 RST
 170 Engr Gp
 Chetwynd Barracks
 CHILWELL
 Nottingham
 NG9 5HA

From: _____ Branch

Address: _____

Branch Contact Tel No: _____

Branch Contact email: _____

Please complete the table below (in block capitals) accurately showing your Branch's projected attendance **by name**, including guests for the WDN activities. Once complete return it to the above address NLT 19 Oct 21.

Ser	Information Requirement	Y / N	Numbers/names	Remarks
1	Will your Branch be attending the WDN 21?			Number to show membership and wives/partners attending.
2	Due to numbers attending the dinner and a variety of contractual issues a 3 course meal with coffee and cheese will be delivered as a set menu, the specific details have yet to be confirmed.			Include names of wives/partners in the numbers attending this will assist with seating arrangements and to cater for any dietary requirements.
3	Please list here Personnel that require a vegan vegetarian or allergy specific option ONLY those listed here will be offered an alternate course.			
4	Numbers of your Branch that will require transport to and from the hotels a) The Village b) Hylands c) Fairhaven			

5	Will your Branch require parking provision? (Name of driver, VRN, make, model & No. of passengers - to be forwarded to WO2 Johnson NLT 19 Oct 21. See enclosure 2.			Indicate total number of vehicles requiring parking provision.
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Signed: _____ **Name:** _____ **Branch Appointment:** _____

REA WINTER DINNER NIGHT 2021 - BRANCH PERSONNEL ATTENDANCE NOMINAL ROLL

1. Please complete the table below with details of all Branch members attending, written in BLOCK CAPITALS.
2. Personal contributions (£15 per person attending, including all partners and guests) are to be collated by Branch Secretaries and sent to **WO2 (QMSI) Johnson** on a single cheque made payable to 'Central Bank 170 Engr Gp'.
3. Please supply full details of collective transport (minibus etc) and any private vehicles your Branch members intend to bring.

From: _____ Branch Cheque Number: _____

Ser	Name	Arrival Date	Vehicle Details			Remarks
			Registration	Make	Model	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						Total personal contribution £

REA CHILWELL WEEKEND 2019 - MEAL BOOKING PROFORMA

Branch: _____

1. Please complete the table below and return it to WO2 (QMSI) Johnson, RST 170 HQ NLT 19 Oct 21.

Meal Timings:

Lunch (Fri) 1230-1330

Breakfast (Sat/Sun): 0730-0830

Lunch (Sat): 1230-1330

Lunch (Sun): 1000-1230

Meal		Total Number Taking Meal	Location
Dinner	Fri 26 Nov 21	N/A – Dinner will be in the Cpls’ Club	
Breakfast	Sat 27 Nov 21		20/20 Restaurant
Lunch			20/20 Restaurant
Dinner		N/A – Dinner will be served in the WOs’ and Sgts’ Mess	
Brunch	Sun 28 Nov 21		Brunch will be served in the WOs’ and Sgts’ Mess