

SUMMER BALL

21.06.25

Event Information for host companies



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

- Table:** An all-inclusive table for 10 people
- Food:** A sumptuous three course set meal (with pre-advised dietaries and allergies catered for) 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 12.00am.

One red and white wine option is included in your package. Any upgraded wines will be payable via your table waiter on the night (no pre-order option).
- Photography:** Official event photographs will be available to view & download via the HQR flickr page for social media/PR purposes, shortly after the event, with our compliments.

NB. attendance at this event confirms your acceptance to images of you and your guests being published on Flickr and used in future promotional material for the HQR Trust.
- Entertainment:** We will welcome a Compère who will host the evening as well as an auctioneer for the charity element of our evening.

Following the evening's formalities, a live band will take to the stage who will perform a live set, followed by a DJ until close. Further surprise entertainment may feature during the evening...
- Charities:** A portion of your table cost and all proceeds raised by the raffle and live auction will be donated on an equal basis to this year's chosen charities - The Lighthouse Club and Parkinson's UK.
- Outline Timings:**
- | | |
|---------|--|
| 6.30pm | Arrival for sparkling wine reception |
| 7.15pm | Call to dinner |
| 7.30pm | Welcome speeches, charity introductions and dinner is served |
| 9.30pm | Charity raffle and live auction |
| 10.30pm | Live band followed by DJ |
| 12.00am | Inclusive drinks package ends |
| 1.00am | Bar close & depart |
- Dress Code:** Black Tie (formal evening dress for ladies)

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Dietaries & Allergies



An attendee dietary form can be found on the 'attendee download' page on the HQRLondon website which is required to be completed, scanned and returned to the event organiser as soon as you are able but certainly no later than 31st May 2025 please.

This form should only be completed and returned if anyone in your party has a specific dietary requirement / allergy that the venue should be made aware of. This form requires you to confirm;

- The host table (if you have purchased more than one table, please note "Company - Table 1" etc.
- The attendee name in full
- Special dietary requirements*

* Please note that due to the scale of this event, there will be a set menu for the evening which will include a vegetarian/vegan option. Special dietary requirements should only be noted where the vegetarian/vegan option is required or specific allergies apply ie. Gluten free / nut allergy etc.

Place cards will not be provided for this event. Should you wish to choose the seating order of your guests, table host are permitted to enter the dining area during the drinks reception to lay their place cards out on their respective table.

Please note: whilst we will always try to accommodate, the venue cannot guarantee that any special dietary requirements will be met, should your form arrive later than the cut-off date noted above.



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Hotel Advice



If you or your guests would like to stay over on the evening of the event, The 5* Grosvenor House hotel has a number of rooms on site. You can book online or via telephone:

www.marriott.co.uk
020 7499 6363

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

Check in from 3pm on Saturday, 21st June
Check out by 12 noon on Sunday, 22nd June

Alternative Hotels

With our event located in the heart of Mayfair, plenty of alternative hotels are available nearby covering a range of budgets to suit; including;

The Biltmore Mayfair, LXR Hotels & Resorts
44 Grosvenor Square, London, W1K
www.hilton.com

London Hilton, Park Lane
22 Park Lane, London, W1K
www.hilton.com

Millennium Hotel, Knightsbridge
17 Sloane Street, London, SW1X
www.millenniumhotels.com

Park Plaza - Various locations
Westminster Bridge / Waterloo / County Hall / Albert Embankment / Victoria
www.parkplaza.com

Premier Inn - Various locations
Victoria / Leicester Square / King's Cross / Waterloo / Kensington
www.premierinn.com

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Event Sponsorship Options



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

In return for your sponsorship, as well as the obvious charitable giving aspect of your donation, your company logo, alongside your donation will be projected onto the big screens on the evening and you will be mentioned in the evening programme, a copy of which is given to all guests attending. The compère will be sure to announce your support when introducing the particulars on the evening too!

Raffle Prizes - see overleaf

A guide as to the raffle prizes we are seeking this year is included overleaf.

Live Auction - 8 Lot sponsors

Our Live Auction will be limited to (a maximum of) 8 Lots. If you would like to provide a lot, please bear in mind that due to the limited nature of lot slots available, these should be 'money can't buy' type experiences to maximise the bidding potential on the night and that lend themselves to corporate purchases.

HQR London may be able to source a Lot item on your behalf, subject to a commitment of sponsorship amount (minimum £1,000).

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

We shall be holding a game of heads or tails once everyone is seated for dinner. Entry will be £20 per person and we are seeking a sponsor to provide a £1,000 cash prize for the 'last person standing'.



The deadline for registration of interest to supply a raffle item and / or sponsor a Live Auction item is 1st May 2025. Details must be provided in full, along with a post-event contact name, phone number and email address.

Any items that are date specific, must be offered for redemption after 30th August 2025 please. Sponsorship will be accepted on a first come, first served basis, subject to availability and in the interest of fairness, companies are requested to sponsor no more than one element of the raffle/auction only. This allows sufficient opportunity for others to also support the event.

Please contact Kelly Gower, Event Organiser to register your interest (kelly.gower@hqrlondon.co.uk) - thank you for your valued support.

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Charity Raffle Donations



The HQR Ball shall once again be hosting a charity raffle on the evening with tickets available for purchase by attendees once seated at their table. Our raffle is always popular, with tickets sold at £10 each and raising up to £10,000. As in previous years, it is our intention to offer five raffle prizes for 2024:

- 1st Prize AV / technology package valued at circa £3,000
- 2nd Prize We are looking for a sponsor to provide a £500 shopping voucher to compliment an overnight stay and dinner at the JW Marriott Hotel which has been donated by the venue, making the total value of this prize circa £1,200.
- 3rd Prize We are seeking a sponsor to provide a prize to the value of circa £500.
- 4th Prize We are seeking a sponsor to provide a prize to the value of circa £300. Historically, this has been orientated at the ladies in attendance (ie. spa voucher, designer handbag etc.)
- 5th Prize We are seeking a sponsor to provide our final raffle prize. This could be a case of champagne, or similar to the value of £150 - £200.

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

In return for your sponsorship, as well as the obvious charitable giving aspect of your donation, your company logo, alongside your donation will be projected onto the big screens on the evening and you will be mentioned in the evening programme, a copy of which is given to all guests attending. The compère will be sure to announce your support when introducing the particulars on the evening too!

Please Note: The deadline for registration of interest to supply/sponsor a raffle item at this year's event is encouraged ASAP, with full details provided by 1st May. Any prizes that are date specific, must be offered for redemption after 30th August 2025 please.