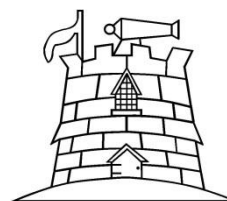




Group Regimental Sergeant Major
170 Engineer Group
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Reference: RSM/G1/1000/CW

See Distribution

Date: 26 Feb 16

ROYAL ENGINEERS ASSOCIATION CHILWELL WEEKEND AND SAPPER 300 - 2016 CALLING NOTICE

Introduction

1. The Royal Engineers Association Chilwell Weekend (CW 16) will take place from 10 – 12 Jun 16 at Chetwynd Barracks, Chilwell. The event is now in its sixth year, previous events have been a great success attended by over 200 REA members. This year the CW 16 will be conducted in conjunction with HQ 170 (Infra Sp) Engr Gp's Sapper 300 celebrations.

Aim

2. The aim of this calling notice is to highlight the intended events for the weekend and set out the administrative requirements of those who wish to attend in order to establish accurate numbers and facilitate successful planning and execution of CW 16.

Scheme of Manoeuvre

3. **Event Programme.** The planned events for CW 16 are as follows:

Fri 10 Jun 16				
Ser	Event	Timings	Event IC	Remarks
1	Arrivals and booking in	1400 – 2300hrs	62 Wks Gp	Guard Room
2	Cpls' Club games night	1930 – 0100hrs	Sgt Cunliffe	Pool, darts, dominos
Sat 11 Jun 16				
3	Standard Bearers competition	0900-1045hrs	WO2 Williams	Location TBC.
4	Medals Parade	1100-1215hrs	62 Wks Gp	Crusader car park
5	Station open day	1300-1700hrs	OC 43 HQ and Sp Sqn	Crusader car park
6	REA Dinner	1830hrs	GRSM	WOs' and Sgts' Mess
Sun 12 Jun 16				
7	Dispersal	1000-1500hrs	62 Wks Gp	All accommodation must be vacated by 1500hrs

Coordinating Instructions

4. **Senior Officer and Corps Personnel Attendance.** HQ 170 (Infra Sp) Engr Gp is requested to coordinate senior officer and Corps personnel attendance as follows:

- a. Medals Parade Inspecting Offr – Maj Gen A S Dickinson CBE
- b. WOs' & Sgts' Mess Official CW 16 Function - Chairman REA/Controller REA.
- c. REA Standard Bearers Competition - CRSM.

Returns of Attendance

5. **Notice of Attendance.** Branch Secretaries are requested to collate all returns in a timely manner as requested within this calling notice, completed notice of attendance proforma's at enclosure 1 and Branch attendance nominal rolls at enclosure 2 are to be returned to SSgt Dibb 62 Wks Gp NLT 1 May 16. Attendance for the REA annual dinner within the station WOs' and Sgts' Mess is restricted to 250 personnel including VIP's, if required the Gp RSM will allocate set numbers per Branch should returns exceed 250.

6. **Correspondence.** All correspondence regarding the CW 16 should be labelled in the top left corner of the envelope 'CW 16' (Email to contain this phrase in the subject line) and sent to SSgt Dibb, 62 Wks Gp; **62WKSRE-519STRE-ClkWks3@mod.uk**.

Administration Requirements

7. **Transport.** A minibus shuttle service will be in operation between Chilwell Station and locally sourced accommodation throughout the weekend.

8. **Accommodation.** No REA members will be accommodated in the *Offrs' or WOs' and Sgts' Messes* due to accommodation availability. Accommodation for unaccompanied REA members will be available at nil cost within Chilwell Station on the evenings of 10 and 11 Jun 16. Unfortunately accompanied personnel cannot be accommodated.

Accommodation must be vacated by 1500hrs on Sun 12 Jun 16. The accommodation request proforma at enclosure 3 should be completed and returned by 1 May 16 to SSgt Dibb 62 Wks Gp. Any bids received after these dates are likely to be refused due to 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.**

9. **Local Hotels.** A list of hotels in the Chetwynd Barracks local area can be found at enclosure 4; prices shown are for guidance only.

10. **Messing.** REA personnel will take all meals in the 20/20 restaurant. Meals are to be paid for as per PAYD at time of taking, Branch Secretaries are requested to complete the enclosed meals proforma at enclosure 5 and return it to SSgt Dibb, 62 Wks Gp by 1 May 16; annotating the total number from your branch who intend to dine in the 20/20 restaurant.

11. **Car Parking.** The GWO 62 Wks Gp is requested to provide a parking plan and map within the central admin instruction for CW 16.

12. **Caravan Parking.** A small number of REA members have requested caravan parking throughout the weekend. The GWO 62 Wks Gp is to liaise with the station QM and identify a suitable location for all caravans; this location must where possible facilitate an electrical supply.

13. **Dress.** REA members will require a jacket and tie as a minimum for the REA annual dinner on Sat 11 Jun 16.

Summary

The CW 16 offers an opportunity for Chilwell Station to host a national REA event and also recognise the Corps of Royal Engineers tercentenary celebrations. Previous events held within Chilwell Station have demonstrated the ties that REA members have with the region and station are as present as ever. In order to ensure that the event is delivered to the standard and expectations of previous years, you are requested to follow the administrative requirements within this calling notice.

{Original Signed}
SA Webster
WO1 (Gp RSM)
for Comd

Enclosures:

1. Notice of attendance proforma.
2. Branch personnel attendance nominal roll.
4. Accommodation request proforma.
5. List of local hotels.
6. Meal booking proforma.

Distribution:

All REA Branch Secretaries (sent via HQ REA)
WO1 Simms 62 Wks Gp
SSgt Dibb 62 Wks Gp

Copy to:

Comd 170 Engr Gp
CO 62 Wks Gp
HQ REA
File

REA CHILWELL WEEKEND 2016 NOTICE OF ATTENDANCE PROFORMA

To:

SSgt Dibb
62 Wks Gp
HQ 170 Engr Gp
Chetwynd Barracks
CHILWELL
Nottingham
NG9 5HA

From: _____ Branch

Address: _____

Tel: 0115 9572336

Branch Contact Tel No: _____

Fax: 0115 9572322

Branch Contact email: _____

Please complete the table below (in block capitals) accurately showing your Branch's projected attendance **by name**, including guests for the CW 16 activities. Once complete return it to the above address or Fax number by 1 May 16.

Ser	Information Requirement	Y / N	Names	Remarks
1	Will your Branch be attending the Chilwell Weekend 2015?			Number to show membership and wives/partners attending.
2	<p>Will your Branch attend the official function in the WOs' & Sgts' Mess on the evening of Sat 11 Jun 16, numbers and names are required to ensure REA members are offered a seat with their respective guest.</p> <p>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; personnel that forward the requirement for a vegetarian or allergy specific option ONLY, will be offered an alternate course, please submit this within this enclose.</p>			Include names wives/partners in the numbers attending
3	Will your Branch Standard participate in the medals parade?		N/A	Y or N response only.

4	Is your Branch Standard competing in the Standard Bearers competition on Sat 11 Jun 16?		N/A	Y or N response only.
5	Will your Branch require parking provision? (Name of driver, VRN, make, model & No. of passengers - to be forwarded to SSgt Dibb by 1 May 16, see enclosure 2.			Indicate total number of vehicles requiring parking provision.

Signed: _____ **Name:** _____ **Branch Appointment:** _____

BRANCH PERSONNEL ATTENDANCE NOMINAL ROLL

1. Please complete the table below with details of all Branch members attending, written in BLOCK CAPITALS.
2. Transport contributions (£5 per REA member) are to be collated by Branch Secretaries and sent to SSgt Dibb, 62 Wks Gp 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						
						Total Transport Contribution £

ACCOMMODATION REQUEST PROFORMA

Branch: _____

Name	Disabilities ¹ (Require ground floor accommodation)	Fri 10 Jun 16 (Nil cost)	Sat 11 Jun 16 (Nil cost)	Remarks

¹ Make comments with reference to any disabilities that will affect allocation of accommodation.

LIST OF LOCAL HOTELS FOR REA CHILWELL WEEKEND 2012

THE VILLAGE HOTEL

Brailsford Way, Chilwell Meadows
Beeston, Nottingham, England, NG9 6DL
0844 980 0036
www.Village-hotels.co.uk/chilwell

HYLANDS HOTEL

303 – 309 Queens Road,
Beeston, Nottingham
NG9 1JB
01159 225 678
www.Hylandshotel.co.uk

THE ROCKAWAY HOTEL AND RESTAURANT

Station Road
Beeston
Nottingham
NG9 2AB
0115 922 4570
www.rockawayhotelandrestaurant@gmail.com

MEAL BOOKING PROFORMA**Branch:** _____

1. Please complete the table below in BLOCK CAPITALS and return it to SSgt Dibb, 62 Wks Gp by 1 May 16.

Meal Timings:

Lunch (Fri) 1230-1330
 Dinner (Fri) 1700-1745

Breakfast (Sat/Sun): 0730-0830

Lunch (Sat): 1230-1330
 Dinner (Sat): 1645-1715
 Lunch (Sun): 1300-1430

Meal Prices:**Breakfast: £2.25****Lunch: £2.75****Dinner: £3.25**

Note: Prices correct at time of writing this document.

Meal		Total Number Taking Meal	Location
Dinner	Fri 10 Jun 16		20/20 Restaurant
Breakfast	Sat 11 Jun 16		20/20 Restaurant
Brunch			20/20 Restaurant
Dinner			WOs' and Sgts' Mess Chilwell Station
Breakfast	Sun 12 Jun 16		20/20 Restaurant
Lunch			20/20 Restaurant