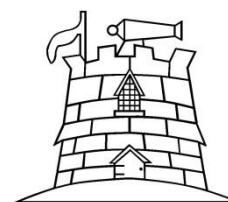




Group Regimental Sergeant Major
170 Engineer Group
Chetwynd Barracks, Chilwell
NOTTINGHAM
NG9 5HA



Reference: RSM/G1/CW17

See Distribution

Date: 9 Feb 17

ROYAL ENGINEERS ASSOCIATION CHILWELL WEEKEND 2017 CALLING NOTICE

Introduction

1. The Royal Engineers Association Chilwell Weekend (CW 17) will take place from 23 – 25 Jun 17 at Chetwynd Barracks, Chilwell. The event is now in its seventh year, previous events have been a great success and well attended by REA members and their guests. This year CW 17 will be conducted in conjunction with 170 (Infra Sp) Engr Gp Freedom Parade, which will take place within the Borough of Stapleford.

Aim

2. The aim of this calling notice is to highlight the intended events for the wkend and set out the administrative requirements of those who wish to attend, IOT establish accurate numbers and facilitate successful planning and execution of CW 17.

Scheme of Manoeuvre

3. **Event Programme.** The planned events for CW 17 are as follows:

Fri 23 Jun 17				
Ser	Event	Timings	Event IC	Remarks
1	Arrivals/Booking In	1400 – 2300hrs	66 Wks Gp	Guard Room
2	WOs' and Sgts' Mess Games Night	1930 – 2359hrs	PMC	Pool, darts, dominos, indoor bowls
Sat 24 Jun 17				
3	Freedom Parade	0930-1230	66 Wks Gp	Stapleford; step off 1100hrs
4	RE Historical Presentations	1430-1630hrs	WO1 Cooke – Historical Society	External speakers will deliver 2 x 45min sessions with coffee break.
5	REA Dinner Night	1830hrs	GRSM	WOs' and Sgts' Mess, VIPs arrive 1900-1915hrs.
Sun 25 Jun 17				
6	Standard Bearers Comp	0930-1100hrs	43 Sqn	Gym
7	Brunch	1000-1200hrs	PMC	
8	Dispersal	1000-1500hrs	66 Wks Gp	All accommodation must be vacated by 1100hrs

Returns of Attendance

4. **Notice of Attendance.** The cost of this event is £25 per person and must be paid in full when completing the returns procedure; personal contributions will fund various feeding events listed within the MEL, civilian coaches to and from the Freedom Parade and a minibus in order to assist in the transport of REA members from local hotels to Chetwynd Barracks. **CW 17 will also 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, completed notice of attendance proforma's at enclosure 1 and Branch attendance nominal rolls at enclosure 2 are to be returned to **SSgt Renshaw 66 Wks Gp** NLT 20 Apr 17.

5. **Correspondence.** All correspondence regarding the CW 17 should be labelled in the top left corner of the envelope '**CW 17**' (Email to contain this phrase in the subject line) and sent to **SSgt Renshaw** 66WKSRE-502STRE-CBT2@mod.uk.

Administration Requirements

6. **Transport.** A limited minibus shuttle service will be in operation between Chilwell Station and locally sourced accommodation throughout the weekend, this will have a maximum radius of 5 miles from Chetwynd Barracks; this should be considered when booking alternative accommodation.

7. **Accommodation.** No REA members will be accommodated in the Offrs' or WOs' and Sgts' Mess. Accommodation for unaccompanied REA members will be available at nil cost within Chilwell Station on the evenings of 23 and 24 Jun 17, unfortunately accompanied personnel cannot be accommodated.

Accommodation must be vacated by 1100hrs on Sun 25 Jun 17. The accommodation request proforma at enclosure 3 should be completed and returned by 20 Apr 17 to **SSgt Renshaw** 66WKSRE-502STRE-CBT2@mod.uk. 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.

8. **Local Hotels.** A list of hotels in the Chetwynd Barracks local area can be found at enclosure 4.

9. **Messing.** REA personnel will take all meals in the 20/20 restaurant, with the expectation meals taken in the WOs' and Sgts' Mess as highlighted in Enclosure 5; all of which will be funded from personal contributions. Meals taking in the 20/20 restaurant 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 Renshaw 66 Wks Gp** NLT 20 Apr 17; annotating the total number from your branch who intend to dine in the 20/20 restaurant.

10. **Car Parking.** GWO 66 Wks Gp is requested to provide a parking plan and map within the central admin instruction for CW 17.

11. **Caravan/Motorhome Parking.** A small number of REA members have requested caravan parking. GWO 66 Wks Gp is to liaise with the Staff Station Officer and identify a suitable location for all caravans; Crusader car park has been utilised previously. Caravans are to arrive self-sufficient, as per MOD policy vehicles are not be plugged in to any electrical or water supplies within Chetwynd Barracks. **Caravan/motorhome owners are not park in unallocated areas, or attempt to source electricity from condemned buildings – by order of the Station Staff Officer.**

12. **Dress.** REA members will require chinos and a collar for Fri evening and jacket and tie as a minimum for the REA annual dinner on Sat evening; no denim is to be worn in the WOs' and Sgts' Mess throughout.

13. **Discipline.** During CW 16 several items of Mess property were stolen from the WOs' and Sgts' Mess during the dinner night, this is not acceptable and any similar behaviour in the future will result in the civilian police being called.

Summary

The CW 17 offers an opportunity for Chilwell Station to host a national REA event, conducting activities between regular, reserve and the veteran community. Previous events held within Chilwell Station have demonstrated that REA members still have significant ties with the region and Chilwell Station. In order to ensure that the event is delivered to the standard and expectations of previous years, the administrative requirements within this calling notice must be followed.

[Signed Electronically]

SA Webster
WO1 (Gp RSM)
for Comd

Enclosures:

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

Distribution:

RE HQ – REA Controller Neil Jordan (Lt Col Retd)
All REA Branch Secretaries (sent via RE HQ)
GWO 66 Wks Gp
SSgt Renshaw 66 Wks Gp

Copy to:

Comd 170 Engr Gp
CO 66 Wks Gp
File

REA CHILWELL WEEKEND 2017 NOTICE OF ATTENDANCE PROFORMA

To: SSgt Renshaw
66 Wks Gp
HQ 170 Engr Gp
Chetwynd Barracks
CHILWELL
Nottingham
NG9 5HA

From: _____ Branch

Address: _____

Tel: 0115 9572935

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 CW 17 activities. Once complete return it to the above address by number by 20 Apr 17.

Ser	Information Requirement	Y / N	Names	Remarks
1	Will your Branch be attending the CW 17?			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. 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.			Include names wives/partners in the numbers attending
3	Will your Branch Standard participate in the Freedom Parade?		N/A	Y or N response only.
4	Numbers of your Branch that will require transport to and from the Freedom parade, in order to spectate and support the military and REA marching contingent?			
5	Is your Branch Standard competing in the Standard Bearers Competition on Sun 24 Jun 17?		N/A	Y or N response only.
	Will your Branch require parking			

6	provision? (Name of driver, VRN, make, model & No. of passengers - to be forwarded to SSgt Renshaw by 20 Apr 17, see enclosure 2.			Indicate total number of vehicles requiring parking provision.
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Signed: _____ **Name:** _____ **Branch Appointment:** _____

REA CHILWELL WEEKEND 2017 - 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 (£25 per person attending, including all partners and guests) are to be collated by Branch Secretaries and sent to **SSgt Renshaw, 66 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 personal contribution £

REA CHILWELL WEEKEND 2017 - ACCOMMODATION REQUEST PROFORMA

Branch: _____

[illegible]

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

REA CHILWELL WEEKEND 2017 - LIST OF LOCAL HOTELS

THE VILLAGE HOTEL

Brailsford Way, Chilwell Meadows
Beeston, Nottingham, England, NG9 6DL
0115 896 5065

HYLANDS HOTEL

303 – 309 Queens Road,
Beeston, Nottingham
NG9 1JB
01159 9225678

THE ROCKAWAY HOTEL AND RESTAURANT

Station Road
Beeston
Nottingham
NG9 2AB
0115 9224570

REA CHILWELL WEEKEND 2017 - MEAL BOOKING PROFORMA**Branch:** _____

1. Please complete the table below and return it to SSgt Renshaw, 66 Wks Gp by 20 Apr 17.

Meal Timings:

Lunch (Fri) 1230-1330

Breakfast (Sat/Sun): 0730-0830

Lunch (Sat): 1230-1330

Lunch (Sun): 1300-1430

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

Note: Prices correct at time of writing this document.

Meal		Total Number Taking Meal	Location
Dinner	Fri 23 Jun 17	N/A – Dinner will be in the WOs and Sgts Mess Chilwell Station	
Breakfast	Sat 24 Jun 17		20/20 Restaurant
Lunch			20/20 Restaurant
Dinner		N/A – Dinner will be in the WOs' and Sgts' Mess Chilwell Station	
Brunch	Sun 25 Jun 17	N/A – Dinner will be in the WOs' and Sgts' Mess Chilwell Station	