



Council for Aluminium in Building

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February 2010

Dear Member

**CAB Sixteenth Annual General Meeting and Dinner (Black Tie)  
Carden Park Hotel, Nr Chester, Cheshire, CH3 9DQ - Friday 9 July 2010**

We are delighted to enclose details of the above event, which will be held this year at De Vere Carden Park Hotel, Near Chester. The stunning Hotel is set in a beautiful 900 acre estate, offers a wide range of facilities and is easily accessible from the M6, M56 and M53.

The AGM & Annual Dinner is the social highlight of the CAB calendar and always proves to be a popular event. In addition to the annual golf competition, we are again offering laser clay pigeon shooting and archery. Despite rising costs we are determined to provide excellent value for money and have held the dinner, golf and laser clay/archery prices at the same rate as 2009. In addition we have been able to negotiate a considerable reduction this year in the cost of overnight accommodation at just £90 per room, inclusive of breakfast and VAT.

The format for the day is as follows: -

8.30 am onwards	Golf registration in Golf Clubhouse
12.00 noon	Laser clay/archery registration and lunch in Golf Clubhouse
1.00 pm	Laser clay/archery competition at rear of Activities Lodge
6.15 pm	Drinks reception in Carden Suite Bar
6.25 pm	CAB 16 <sup>th</sup> AGM in Carden Suite (Guests welcome)
7.45 pm	Dinner in Carden Suite ( <b>Dress Code – Black Tie</b> )

### **Golf**

The Golf tournament will be held on the 6,824 yard Cheshire Championship course. This mature and scenic heathland course offers a test for all levels of player and the recently refurbished clubhouse gives stunning views over the course and in particular the 18<sup>th</sup> green. The cost is **£55 + VAT** which includes coffee and a bacon roll before tee-off and halfway house refreshments. We are delighted to announce that once again Caldwell Hardware will be sponsoring the golf polo shirts and the halfway house.

### **Laser Clay Pigeon Shooting & Archery**

As in previous years participants will be split into teams and rotated between the two activities. For the Laser Clay Pigeon shooting, players use a modified but de-activated 12-bore shot gun that fires an infrared beam, so no lead shot, no recoil or loud bangs. The Archery involves shooting at coloured bosses at a set range using powerful modern bows. No previous experience is required for either of the activities, which take place at the rear of the Activities Lodge. The event starts at 12 noon with a light lunch and the cost is **£42 + VAT**. The laser clay/archery competition will be co-ordinated by G3 Events, an activities company based at Carden Park and numbers will be limited so please book early.

## **Drinks Reception, CAB 16<sup>th</sup> AGM & Dinner**

The drinks reception will take place in the Carden Suite bar at 6.15pm.

The 16<sup>th</sup> CAB AGM will start at 6.25pm in the adjacent Carden Suite and we would urge you to come along and have your say in the running of your Trade Association. Guests are welcome to attend.

Dinner includes a charity raffle, the presentation of golf and shooting prizes by the CAB President and an After Dinner Speaker.

The cost for Dinner will be **£999.50 + VAT per table of 10**.  
Individual tickets are priced at **£99.95 + VAT per person**.

## **Accommodation**

We have been able to secure an allocation of 20 rooms for Thursday 8 July and 120 rooms for Friday 9 July. The cost is **£90 inclusive per room for single occupancy** and **£100 inclusive for double occupancy**. In recent years, rooms have been booked within a matter of weeks and the same high demand is expected this year. We would therefore urge you to **book as soon as possible** to secure your accommodation at the Carden Park Hotel as we are unable to hold our allocation beyond **8 April 2010**.

Accommodation at a second Hotel has also been arranged in case of need but please be aware that this is in Chester itself, some 20 minutes away by car.

Room accounts should be settled directly with the Hotel(s) on departure.

## **Sponsorship**

In addition to the golf sponsorship we are seeking a variety of further sponsors. A full list of the opportunities available is attached to this letter.

Please faxback and return the attached forms:-

Blue Individual/Group Dinner/Golf/Shooting tickets & corporate sponsorship

Green Booking form for Golf and Laser Clay/Archery activities

Pink Hotel accommodation at Carden Park Hotel **(to be returned to CAB)**

Your early response is greatly appreciated and in any case not later than **4 June 2010**.

We very much look forward to welcoming members, their partners and guests to the event and we will be providing ongoing updates of the event, a guest list and confirmation of your booking. Should you have any queries regarding the event, please contact Julie Harley on the above number or at [julie.harley@c-a-b-org.uk](mailto:julie.harley@c-a-b-org.uk).

Yours sincerely



Justin Ratcliffe  
Chief Executive

# CAB 16th AGM AND DINNER BOOKING FORM

Carden Park Hotel, Nr Chester, Cheshire, CH3 9DQ  
Friday 9 July 2010

**PLEASE TICK**

- I / We shall be attending the AGM and Dinner. (**DRESS CODE: BLACK TIE**)
  - I / We require a 'Company' table for 10 people
  - I / We shall be attending the **AGM only**
  - I / We shall **not** be attending the AGM and Dinner
- 
- I / We would like to sponsor the Champagne Reception at £495 + VAT of £86.62 = £581.62
  - I / We would like to sponsor the After Dinner Speaker at £395 + VAT of £69.12 = £464.12
  - I / We would like to sponsor the Laser Clay/ Archery at £295 + VAT of £51.62 = £346.62
  - I / We would like to sponsor the Charity Raffle at £295 + VAT of £51.62 = £346.62
  - I / We would like to be a support sponsor at £250 + VAT of £43.75 = £293.75

Full names of **ALL** those attending: (Please attach further names on a separate sheet)

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	NUMBERS	TOTALS
<b>Dinner:</b>	..... - Table(s) @ £999.50 + VAT of £174.91 = £1,174.41	
	..... - Guests @ £99.95 + VAT of £17.49 = £117.44	
<b>Events:</b>	..... - Golf Rounds @ £55 + VAT of £9.62 = £64.62	
	..... - Laser Clay/Archery @ £42 + VAT of £7.35 = £49.35	
<b>Sponsorship:</b> (please specify)		
	<b>GRAND TOTAL incl VAT @ 17.5%</b>	<b>£</b>

Special requests (eg vegetarian meals, special dietary requirements)

Please specify.....

Please make your cheques payable to the "Council for Aluminium in Building".

**This completed booking form can be taken as a VAT receipt: VAT No. 647 1968 01**

I/We understand that the CAB Cancellation policy is 100% of the cost of meals and events unless cancelled in writing **NO LATER than Friday 4 June 2010**

Signed ..... Date.....

Name ..... Company.....

Email: .....@.....

**PLEASE FAX BACK ON 01453 828861 ASAP**

# CAB AGM ACTIVITIES DAY BOOKING FORM

## Friday 9 July 2010 – Carden Park Hotel, Nr Chester, Cheshire, CH3 9DQ

Please complete the forms below fully – ensuring CAB Members' email addresses are provided for future communication

### 1. Golf - £55.00 + VAT of £9.62 = £64.62 payable with booking

Name	Company	Handicap	Preferred tee-off time*	Polo Shirt size S/M/L/XL	Email Address – CAB Members only

NOTE: Golfers will be contacted in due course regarding precise starting times, teams, etc. **Tee times will commence at 9.30a.m. (last tee off approximately 12.30p.m., depending on numbers) \*Please indicate if you need an early or late tee-off time.**

You do not have to be a regular player to participate and enjoy the competition.

### 2. Laser Clay/Archery - £42.00 + VAT of £7.35 = £49.35 payable with booking

Name	Company	Email Address - CAB Members only

NOTE: No previous experience is required. **The event will commence at 12 noon with a light lunch. Finish time will be 2.30/3.00p.m. Please note numbers will be limited for this event so BOOK EARLY to avoid disappointment!**

Signed ..... Company ..... Date.....

**PLEASE FAX BACK ON 01453 828861 ASAP**

CAB 16<sup>th</sup> AGM & Dinner  
ACCOMMODATION BOOKING FORM - 2010

CARDEN PARK HOTEL, Nr CHESTER, CHESHIRE, CH3 9DQ

Booking Form - Deadline Thursday 8 April 2010

	<b>Single</b> £90.00 B&B (inc VAT)	<b>Double</b> £100.00 B&B (inc VAT)
Thursday, 8 July 2010	.....	.....
Friday, 9 July 2010	.....	.....

**Guest name/s**

.....

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.....

I/We understand that the **CAB CANCELLATION POLICY** is that **ALL** rooms subsequently cancelled will be charged at 100% of the above costs.

Signed:..... Date:.....

Name:..... Company.....

**Please note Check in is guaranteed for 3.00pm. Guests may register and store luggage earlier if required.**

**PLEASE FAX BACK ON 01453 828861 ASAP**

CAB 16<sup>th</sup> AGM & Dinner  
Carden Park Hotel, Nr Chester, Cheshire, CH3 9DQ  
Friday 9 July 2010

## ***Sponsorship Opportunities***

At our AGM event in 2009, all sponsors received branding recognition with a colour Company logo on the stage backdrop throughout the dinner and we are delighted to confirm that all our 2010 sponsors will receive the same promotion.



CAB AGM Dinner 2009 - Forest of Arden Hotel, Warks



Rod Woodward – After Dinner Speaker, 2009

In addition sponsors will be acknowledged in all CAB correspondence and reminders regarding the event and during the After Dinner presentations.

Sponsorship opportunities available are: -

### ***Champagne Reception - £495 + VAT***

The Champagne reception represents an ideal opportunity for all Guests to gather and chat about their shared experiences out on the course or in the field!

### ***After Dinner Speaker - £395 + VAT***

A sponsor is sought for our After Dinner Speaker who will be announced shortly.

### ***Laser Clay/Archery - £295 + VAT***

A sponsor is sought for this popular event. The sponsorship will cover the cost of prizes for the winner of each discipline, in addition to a team prize.

### ***Charity Raffle - £295 + VAT***

CAB will again be inviting Members to donate to two worthy charities. The sponsorship will cover the cost of prizes for the draw winners.

### ***Support Sponsors - £250 + VAT***

Last year, our event was very well supported by these additional sponsorships and we are once again offering Member companies this opportunity.



# CARDEN PARK

Chester, Cheshire, England CH3 9DQ

Telephone 01829 731000 Fax 01829 731032

Email: [reservations.carden@devere-hotels.com](mailto:reservations.carden@devere-hotels.com)

[www.devereonline.co.uk](http://www.devereonline.co.uk)

## DIRECTIONS

**From the south:**  
Take the M6 to junction 16, then the A500 towards Nantwich for approx 10 miles. Then take the A534 towards Wrexham. Stay on this road for approx 17 miles. After crossing the A41 at Broxton, Carden Park entrance is 1.5 miles on the left.

**From the north:**  
Take the M6 to junction 20A signposted M56 North Wales / Runcorn, then take junction 15 off the M56 for M53 Chester. Take the A41 junction for Whitchurch, staying on the A41 for approx 10 miles. At Broxton turn right onto the A534 toward Wrexham continuing for 1.5 miles. Carden Park entrance is on your left.

