



Council for Aluminium in Building

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3 February 2015

Dear Member

**CAB Twenty First Annual General Meeting and Dinner (Black Tie)
Marriott Forest of Arden Hotel, Warwickshire, CV7 7HR - Thursday 2 July 2015**

We are delighted to enclose details of our 21st Anniversary AGM & Annual Dinner. Over the years this event has proved to be the highlight of the CAB calendar with numbers growing year on year. This year our venue is the Marriott Forest of Arden Hotel and Country Club, one of the UK's top golf venues. Located in a beautiful countryside setting, the Hotel is just a few miles from J6 of M42 (NEC) and Birmingham International Airport. We would encourage you to book early as indications are that the event will be a sell-out.

Our After Dinner Speaker will be announced shortly and our AGM will include an up-to-date report of the UK Construction Market. The marquee at the rear of the hotel will be our meeting place for golf registration, activities lunch, the AGM and dinner and the timings are as follows:-

From 8.30am	Golf registration & refreshments
12.00 noon	Activities registration and lunch
1.00pm	Activities on the old driving range to rear of Hotel
6.10pm	Drinks reception in The Oak Bar
6.15pm	CAB 21 st AGM
7.45pm	Dinner (Dress Code – Black Tie)



Golf - our Golf tournament will be held on the recently re-designed 5,801 yard Aylesford course which surrounds the hotel, with tee-off times from 9am. The course is a par 69 and offers an enjoyable and challenging test for all abilities. The cost is **£65 + 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.

Activities - the activities will be run by Team Spirit and take place on the old driving range. As usual they will be preceded at 12 noon with lunch in the marquee. The cost is **£45 + VAT** and numbers will be limited, so please book early. They include:-

Segways – after a brief training session, teams will takes turns on these top of the range, off-road X2 model machines, to negotiate the Segway rally course.

Rifle Shooting – back by popular demand, the high-powered air rifles and variety of targets make this a test of steady hands and nerves. Individual and team scores will be counted.

Super Slalom – with just one pair of giant skis per team, everyone will need to work together to go backwards and forwards as steadily as possible as team members may have to transport water in their helmets!

Drinks Reception, CAB 21st AGM & Dinner - the drinks reception commences at 6.10 pm in The Oak Bar, with the 21st CAB AGM starting at 6.15 pm in the adjacent marquee. We would urge you to come along and have your say in the running of your Trade Association.

Dinner includes a charity raffle, the presentation of golf and activities prizes by the CAB President followed by our After Dinner Speaker. The cost is **£145 + VAT** for individual tickets and **£1,450 + VAT per table of 10**.

Accommodation - we have secured an allocation of rooms for Wednesday 1 July and Thursday 2 July. Room rates are **£125 inclusive per room for single occupancy** and **£135 inclusive for double occupancy**. In recent years, rooms have been booked within a matter of weeks and judging by the interest to date, the same high demand is expected this year. We would therefore urge you to book through us **as soon as possible** to secure your accommodation. Please see www.marriott.co.uk for further information regarding Forest of Arden Hotel and directions. Room accounts should be settled directly with the hotel on departure.

Sponsorship - there are a range of sponsorship opportunities available – please see attached list for full details.

Please fax back and return the attached forms:-

- Blue Individual/Group Dinner, Golf/Activities & corporate sponsorship
- Green Booking form for Golf/Activities
- Pink Hotel accommodation at Marriott Forest of Arden

Your early response is greatly appreciated but please be aware of our deadline for bookings is **Friday 29 May 2015**.

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

Yours sincerely



Justin Ratcliffe
Chief Executive

CAB 21st AGM & Annual Dinner
Marriott Forest of Arden Hotel
Thursday 2 July 2015

Sponsorship Opportunities

Main Sponsors

**3 x Gold Sponsors
£1,500 + VAT each**

**3 x Silver Sponsors
£950 + VAT each**

**3 x Bronze Sponsors
£600 + VAT each**



CAB Annual Dinner at The Belfry – 3 July 2014

All main sponsors will receive branding recognition with a colour Company logo on the stage backdrop and in the menu programme. Sponsors will also be acknowledged on all reminder correspondence and throughout the dinner itself. Sponsorships will be sold on a first come, first served basis.

Sponsor a Golf Hole at £99 + VAT

In order to give all member companies the opportunity of promotion at our premier event, we are pleased to offer this low cost sponsorship.

- *A3 size branded sign at the tee or tees of your choice*
- *Logo to appear in menu programme*
- *Recognition during the evening*

Holes are allocated on a first come, first served basis. Please circle to indicate your choice:-

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18

PLEASE FAXBACK ON 01453 828851 ASAP

CAB 21st AGM AND DINNER BOOKING FORM

Marriott Forest of Arden Hotel, Warwickshire, CV7 7HR

Thursday 2 July 2015

PLEASE TICK

- We shall be attending the AGM and Dinner. (**DRESS CODE: BLACK TIE**)
- We require a 'Company' table for 10 people
- We shall be attending the **AGM only**
- We shall **not** be attending the AGM and Dinner

- We would like to be a Gold Sponsor at £1,500 + VAT of £300 = £1,800**
- We would like to be a Silver Sponsor at £950 + VAT of £190 = £1,140**
- We would like to be a Bronze Sponsor at £600 + VAT of £120 = £720**
- We would like to sponsor a golf hole at £99 + VAT of £19.80 = £118.80**

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

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	NUMBERS	TOTAL £
Dinner: - Table(s) @ £1,450 + VAT of £290 = £1,740	
 - Guests @ £145 + VAT of £29 = £174	
Events: - Golf Rounds @ £65 + VAT of £13 = £78	
 - Activities @ £45 + VAT of £9 = £54	
Sponsorship: (please specify)		
	TOTAL incl VAT @ 20%	£

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 29 May 2015**

Signed Date.....

Name Company.....

Email:@.....

PLEASE FAX BACK ON 01453 828861 ASAP

CAB 21st AGM ACTIVITIES DAY BOOKING FORM

Thursday 2 July 2015 – Marriott Forest of Arden Hotel, Warwickshire, CV7 7HR

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

1. Golf – Aylesford Course £65.00 + VAT of £13.00 = £78.00 payable with booking

Name	Company	Handicap Max 28	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 9.06a.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 but please note the maximum handicap on Aylesford course is 28.

2. Activities - £45.00 + VAT of £9.00 = £54.00 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 21st AGM & Annual Dinner
ACCOMMODATION BOOKING FORM**

Marriott Forest of Arden Hotel, Warwickshire, CV7 7HR

Booking Form - Deadline 29 May 2015

	Single	Double
	£125.00 B&B (inc. VAT)	£135.00 B&B (inc. VAT)
Wednesday 1 July 2015
Thursday 2 July 2015

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

