



MINISTRY OF DEFENCE POLICE RETIRED OFFICERS ASSOCIATION

**THE ANNUAL GENERAL MEETING AND ANNUAL REUNION
2012 OF THE MINISTRY OF DEFENCE POLICE RETIRED
OFFICERS' ASSOCIATION WILL BE HELD AT THE
RAMADA HOTEL, BOUNDARY ROAD, NORWICH, NORFOLK, NR3 2BA
ON FRIDAY 12th TO MONDAY 15th OCTOBER 2012**

ACCOMMODATION DETAILS

The Annual General Meeting and Reunion 2012 of the Ministry of Defence Police Retired Officers' Association is to be held at the Ramada Hotel, Boundary Road, Norfolk NR3 2BA.

The Ramada Hotel is a modern hotel located between the Airport and City Centre and only a short drive from the beauty of the Norfolk Broads. Each of the 107 bedrooms has an ensuite bathroom, Flat Screen television, broadband & internet access, radio, hairdryer, trouser press and direct dial telephone with internet connection, as well as tea and coffee making facilities. Non smoking rooms and bedrooms suitable for disabled guests are also available.

The hotel comprises of two floors but there is no lifts to the second floor of the hotel, however there is easy access to the second floor with very few steps or a ramp to some parts of the hotel.

There is a large free car park with 'Designated Disabled parking' available and there are no steps to the hotel reception or car park. There is a 'Nat West' Bank with a cash dispenser at one end of the car park.

The nearest train station is 3 miles from the hotel. Norwich airport is 1½ miles away where an airport shuttle bus/Park and Ride runs to the city centre from the airport; however at present it does not run on a Sunday (could be subject to alteration by the local Council).

Buses to and from the City Centre run at regular intervals daily past the hotel.

Hotel guests can enjoy complementary use of the Poolside Leisure Club which has an indoor pool, sauna, steam room and gymnasium.

The restaurant offers a wide choice of English and Continental cuisine including vegetarian dishes for the meal on the first night of the reunion weekend; this is also where the buffet style breakfast (English or continental) is served.

The full package includes VAT at 17.5%. The members will be notified of any changes to the VAT imposed by the Government that alters the package price.

Please make a reservation as soon as possible to enable the hotel to be informed of the numbers attending and in any case before the closing date of: *1st August 2012*.

To make your reservation, simply complete the Booking Form attached and return it with your deposit cheque for £30.00 per person (plus £9.00 per person cancellation insurance if required which is strongly recommended but not compulsory), to Mr Peter Parkes, Vice Chairman & Reunion Organiser, 37 Fiskerton Road, Cherry Willingham, Lincoln LN3 4AP.

The PROVISIONAL ITINERARY for the weekend: -

Friday 12 th October 2012	After 2.00pm Check-in. 5pm Committee Meeting in the Statesman Room. Dinner in the restaurant. Overnight en-suite accommodation.
Saturday 13 th October 2012	Full English Breakfast 7.30am to 10.00am. 10.00am Annual General Meeting in the Residential Suite (Mid morning tea, coffee & biscuits, with lunchtime food, tea & coffee. Approximately 1.00pm in the Presidential Suite after the AGM). Afternoon – Free Time. Approximately 6.30pm Pre Gala Dinner drinks in the bar area. Approximately 7.30pm Reunion Gala Dinner in the Presidential Suite (Plated Service). Overnight en-suite accommodation.
Sunday 14 th October 2012	Full English Breakfast 8.00am to 12.00 noon. Free Day. Approximately 6.30pm Pre Dinner drinks in the bar area. Approximately 7.30pm Private Dining in the Presidential Suite. (Plated Service) Overnight en-suite accommodation.
Monday 15 th October 2012	Full English Breakfast 7.30am to 9.30am. Depart home before 12.00 noon.

Cancellations & Alterations made after booking the accommodation, **must be made through the Reunion Organiser** of the Association at the earliest opportunity, initially by phone followed by confirmation by letter to:

Peter Parkes, Vice Chairman & Reunion Organiser, 37 Fiskerton Road, Cherry Willingham, Lincoln LN3 4AP
Tel No: 01522 595396 (with answer phone)

Cancellations are acknowledged and unless you receive a cancellation acknowledgement within 7 days, you must assume the cancellation has not been received and the weekend break is still booked and charged for. Allowances cannot be made for meals not taken, temporary absence, late arrival or premature departure.

The Booking Company used by MDPROA currently makes the following scale of **CANCELLATION CHARGES PER PERSON** :-

	<u>Without Cancellation Cover</u>	<u>With Cancellation Cover</u>
Date of booking to 57 days before function	NIL	NIL
From 56 – 43 days before function	30%	£30.00 deposit
From 42 – 29 days before function	60%	£30.00 deposit
From 28 – 8 days before function	90%	£30.00 deposit
From 7 days to date of function	100%	£30.00 deposit

BOOKING FORM

MINISTRY OF DEFENCE POLICE RETIRED OFFICER'S ASSOCIATION

ANNUAL GENERAL MEETING AND REUNION AT THE RAMADA HOTEL, BOUNDARY ROAD, NORWICH, NORFOLK, NR3 2BA

3 Nights - Friday 12th to Monday 15th October 2012

@ £198.00 per person – Dinner, Bed & Breakfast (Includes Gala Dinner)

I enclose my deposit of £30 per person, by cheque/postal order, for _____ persons of £_____ together with £9 per person for _____ person(s) for Cover Against Cancellation. I also require additional accommodation for _____ night(s) at £_____ per person per night from _____ to _____

* Cheques/POs to be made payable to:
The Ministry of Defence Police Retired Officers' Association. *

FULL NAME _____ Membership No: _____

WIFE/PARTNER/FRIEND FULL NAME _____ Membership No: _____

ADDRESS _____

_____ POST CODE _____ TEL No: _____

ROOM TYPE

SINGLE _____ DOUBLE _____ TWIN _____

- Additional Accommodation is chargeable at £57.00 per person per night - Dinner Bed & Breakfast.
 - Saturday Gala Dinner, Bed & Breakfast only is chargeable at £67 per person.
 - Additional Accommodation need not be paid until Final Payment.

Please state any special needs/requests (i.e. **Ground floor**, bath not shower/shower not bath, etc, vegetarian, diabetic, etc. etc. (The Hotel does not have lifts but numerous ground floor rooms are available)
State if you require a ground floor room

*All requests/cancellations/directions etc. must be directed to Peter Parkes the Reunion Organiser MDPROA, in writing, and **NOT** to the Hotel*

To make a reservation, simply complete the Booking Form and return to:

Mr Peter Parkes, 37 Fiskerton Road, Cherry Willingham, Lincoln, Lincs, LN3 4AP with your deposit of £30.00 per person (plus £9.00 per person cancellation insurance if required), by **1st August 2012**.