



**Chemical Business Association**



# **ANNUAL LUNCH 2025**



**TUESDAY 29<sup>TH</sup> APRIL 2025**

# ANNUAL LUNCH - NOTES ON BOOKING

## EVENT TIMINGS

Pre-lunch cash bars will be available from 11:15am at the Rink Bar (allocated to member companies A - M) and the Lutyens Bar (allocated to member companies N - Z). Arrangements for hosting a private bar or suite for pre- and/or post-lunch entertaining should be made directly with the hotel by calling 020 7499 6363. Lunch will be served at 12:30pm. The Great Room must be vacated by 5:00pm

## FILLING OUT THE BOOKING FORM AND GUEST LIST SHEET

Adobe Acrobat Reader is now required to complete the booking form and guest list sheet. If you do not already have this software installed on your computer, please go to <https://get.adobe.com/uk/reader> where it can be downloaded for free

## TABLES

Tables are circular and seat up to 10 or 12 people. Smaller parties will be seated on a shared table. We aim to rotate member's table positions so that over a three-year period every company will have well placed tables

## GUEST LIST NAMES

Each year we encounter difficulties when members do not send in their guest's names in the format requested. Please give your guest's initials rather than first names, i.e. Bob James as Mr R James or Bill James as Mr W James. There will be no need for us to query Mr W James but we would need to phone to check 'Bill'

Please note that tables cannot be booked on behalf of non-members and that each table should seat at least one person (ideally two) from a member company. Only fully paid up members of the Chemical Business Association can book places and host tables at the Annual Lunch

## PLACE CARDS

As you know there is a printed guest list. Due to the printer's deadline for copy, we cannot accept names for inclusion once we have gone to press however, we can try to ensure that the place cards are accurate so do please let us know of any changes - we can accept these up to close of business on **MONDAY 21<sup>ST</sup> APRIL 2025**

## ADVANCE WINE/DRINK ORDERS AND SPECIAL DIETARY REQUIREMENTS

At the request of The Grosvenor House, all wine/drink orders must be arranged directly with the hotel using their online ordering system. Your access code will be emailed to you so please make sure that you provide us with your correct email details on the booking form

Please also remember to indicate on the hotel's online ordering system whether any of your guests has special dietary requirements. Kosher meals can be ordered however, the Grosvenor House does not have its own facilities for preparing Kosher food and will therefore order this from an independent source. The outstanding cost of any Kosher meals is to be settled by you directly with the hotel

## PAYMENT

Annual Lunch tickets must be paid for prior to the event by cheque (payable to Chemical Business Association), credit or debit card (charges may apply, ask for details) or by bank transfer to  
NatWest Bank plc, Liverpool Street Station, 216 Bishopgate, London, EC2M 4QB  
Sort Code 50-00-00  
Account No. 00420034  
Swift No. NWBK GB 2L

## CANCELLATION

Cancellations received after 5pm on Monday 14<sup>th</sup> April 2025 are non-refundable. In the event that the Lunch cannot go ahead due to Government restrictions or the hotel cancels for any reason including a Covid-19 outbreak, a full refund will be given. The Chemical Business Association does not accept responsibility for any travel or accommodation charges incurred and where possible, attendees are advised to book these on a refundable basis