

Festival of Remembrance 2017 Special Circular

APPLICATION FOR TICKETS

Evening Performance - Legion Members Only

County allocation is calculated on a percentage basis in line with membership numbers. Counties will be required to provide details for each participant who is attending by Friday, 1 Sept. Due to increased security no paper tickets will be sent before full ticket holder details are received. Once confirmed tickets sent are non returnable or refundable. We cannot accept any applications after 1 Sept.

Remaining tickets will go on sale to members via the Royal Albert Hall Box Office on 2 Oct – 15 Oct. Tickets will be on sale via phone from the Royal Albert Hall box office; 020 7589 8212.

Tickets will be issued to Counties and Districts for distribution and all applications for tickets must be made by Branch Secretaries in accordance with the instructions of your County or District.

Those branches operating outside of a County or District (including Overseas branches and the new Legion Central Branch) will be contacted by the responsible staff member about how to apply for tickets.

Each Branch of The Royal British Legion is entitled to receive a maximum of four tickets including those branches operating outside a County or District as mentioned above. This is conditional on compliance with the Royal Charter, timely submission of the MS1 and payment of due affiliation fees up to the end of the previous financial year.

All Members of the Legion should apply to their Branch Secretary. No more than 2 tickets will be issued on the understanding that they are for the member and a close family member or carer. Members who have not previously attended the Festival of Remembrance should be given priority.

Members of the Women's Section should apply through Branches of the Women's Section.

Members of sub-branches are not entitled to tickets other than through their parent Branch.

Counties and Districts will be invoiced for the total number of tickets issued; it is the responsibility of the County or District to recover the costs from Branches. Individual cheques must not be sent to the National Events Team.

A nominal charge of £10.00 will be made for each ticket issued to members for the evening performance.

Disabled Persons

Applications for wheelchair spaces for the evening performance should be included in the online application form. Tickets will be allocated by ballot if oversubscribed. All other disabled persons must be fully ambulatory and able to take their seats without assistance. This is most important in the event of emergency evacuation of the Hall.

Applications for wheelchair spaces for the afternoon performance are to be made direct to the Royal Albert Hall Box Office on **020 7589 8212**.

Security

Due to heightened security measures the Metropolitan Police will need to conduct security checks on all participants. Personal information will need to be provided in advance for each applicant. Ticket holders will need to bring with them **both photographic ID and a document showing proof of Membership (where applicable)** for access to the Royal Albert Hall via manned Police entry points on the day.

Dress

Members of the Legion attending either performance of the Festival of Remembrance are requested to wear the Legion badge, tie and decorations.

Refreshments

The restaurants in the Royal Albert Hall will be open before each performance and offer a wide range of food and drink. Public bars will also be open before the performances start. To make table reservations and for additional information please call the Royal Albert Hall Box Office on 020 7589 8212 or book online at www.royalalberthall.com.

Afternoon Performance - Legion Members Only

Members of the Legion and the Women's Section can purchase tickets direct from the Royal Albert Hall from 9.00am on Monday, 3 July either by phone, on-line, in person or by post.

To book, please call the Royal Albert Hall Box Office on 020 7589 8212 or to book online visit www.royalalberthall.com. Once logged in enter the offer code **27882** when prompted.

Each member must be prepared to quote their branch and membership number when booking over the phone, in person or by post to assist the box office in processing the booking. Please note that there is a strict ticket limit of 8 tickets per member and up to a maximum of 5 separate memberships numbers may be quoted per transaction. Group bookings of 9 tickets or more will not be accepted.

Postal applications should be made direct to the Royal Albert Hall and will be dealt with in strict order of receipt at the same time as bookings made over the phone, on-line and in person. Any applications received before Monday 3 July will be deemed to have arrived on that date. Each member must give their branch title and membership number for easy and correct identification. Postal applications should be sent, with a cheque for the full amount and booking fee (see below), made payable to "Royal Albert Hall", to the Box Office, Royal Albert Hall, Kensington Gore, London, SW7 2AP.

Tickets will go on sale to the general public on Monday, 4 September at 9.00am.

Payment by Visa, MasterCard, American Express and Maestro would be welcomed and if this method is preferred, the Box Office will require the credit card number, start date, expiry date, issue number (Maestro only) billing address and security code (last three numbers on the back of the card or 4 numbers on the front of Amex cards).

Ticket prices for the Afternoon Performance (including VAT) are:

- Grand Tier Boxes (seating 12) £30.00 per seat
- Loggia Boxes (seating 8) £30.00 per seat
- Second Tier Boxes (seating 5) £25.00 per seat
- Stalls £25.00 per seat
- Circle (Centre) £18.00 per seat
- Circle (Restricted View) £15.00 per seat

A transaction processing fee of £2.50 per ticket and a payment handling fee of 2% of the total transaction applies to all phone, on-line and postal bookings, however not to personal callers to the Box Office.

Standard Bearers

Branch Standard Bearers, including those from overseas, who wish to participate in the Muster at the Festival, should apply to their Membership Support Officer. Membership Support Officers should then forward their submissions to festival@britishlegion.org.uk by 30 June.

Standard Bearers wishing to obtain tickets for eligible accompanying partners or spouses must apply through their respective branches. Tickets will not be issued to Standard Bearers via any other means.

It is essential that Standard Bearers are physically fit and have a high standard of smartness conforming to the guidelines contained in Chapter 6 of the Ceremonial Handbook. Standard Bearers are required to attend the rehearsals during the afternoon of Friday, 10 November (exact timings to be confirmed). Participation is conditional upon parading in both the afternoon and evening performances on Saturday 11 November. Lunch and dinner will be provided.

Standard Bearers will receive a payment of £50.00 to assist with their travel costs. All other expenses are the responsibility of the Branch, County or District. In order to receive this payment, all participating Standard Bearers must submit a completed attendance form on arrival at the Royal Albert Hall. Attendance forms submitted after the Festival will not be accepted.

Cenotaph Ceremony 2017

The annual Service of Remembrance will be held at the Cenotaph in Whitehall on Sunday, 12 November.

NB: There is no provision for serving personnel to participate in the March Past.

Members of The Royal British Legion who are eligible to march can request a ticket via their association or

Membership Support Officer.

The local Membership Support Officer is responsible for registering interest and numbers on behalf of their membership prior to the deadline of Monday, 3 July via the online registration system. After the 3 July, Membership Support Officers will be asked to collate the names and addresses of their membership who wish to take part by Friday, 15 September.

Tickets and full joining instructions will be sent out during October. It is the responsibility of the Membership Support Officer to distribute tickets to their membership.

The National Events Team cannot accept applications from individual members.

Best wishes,

A handwritten signature in black ink, appearing to read 'R Lee', with a long, wavy horizontal line extending to the right.

Robert Lee
Assistant Director
Remembrance and National Events