

Information for Clubs re the 2010 No Name Club National Youth Awards & Gala Dinner

Clubs are to arrive at the Hub, Dublin Road, Kilkenny (directions and map attached) between 2 and 4 pm you will be informed of your allocated time when booking tickets– a Bus/Coach parking area will be reserved. For REGISTRATION each club is to enter the upstairs lobby, (this will be signposted at the venue) together as a group (please have tickets ready as no one will be allowed in without one). **Adult leaders and Hosts/Hostesses will be given wristbands that must be worn at all times to make them identifiable to hotel staff, etc.** All Clubs will remain in the Hub until photographs and registration have taken place and your bus must remain until you are brought to the Lyrath.

NB. No food will be served at the Youth Awards until 7pm; a cafe/restaurant is available in the Hub for Clubs who may require refreshments after your journey. A sample menu will be sent with Tickets

A photographer will be available to take a photo of each club group in the Hub. Adult leaders are asked to get their group together when called to accommodate this. A photo studio will be available at the Lyrath after the meal and guests can avail of portraits taken at very competitive prices, these photos will be printed on site and this is at a cost to each individual who wishes to purchase a portrait.

DRESS CODE & CHANGING FACILITIES

Formal dress is expected from all guests attending the event. A number of changing rooms will be available in the Hub for those who will be travelling far and wish to change into their formal wear.

Please note: The Events Committee requests that Clubs in the East arrive already dressed in their

formal wear where possible.

COMPERE AND ENTERTAINMENT

The M.C. for the evening is Fergal Darcy i102-104 Radio Station and he will interview each of the Finalists on stage. A fabulous 5-hour disco marathon & light show with Fergal and a local D.J. will round off the evening's entertainment.

FIRST AID & SECURITY

Members of the Order of Malta will be at the venue during the night to attend to any medical emergency. No Name Club security & Events Committee and NNC Adult Leaders will be on site throughout the night to monitor behaviour. Adult leaders are asked to wear their different coloured wrist bands at all times to make them identifiable to hotel staff, etc.

TICKET & ACCOMMODATION REQUIREMENTS:

This is an all-ticket event. Tickets will be sent to the contact person named on the enclosed Booking form as soon as it is returned with a cheque made payable to: 'No Name Club Ltd.' (non-refundable). This must be done before 15th March.

Completed Forms and cheque to be made payable to 'No Name Club Ltd'. Please fill out the form carefully and clearly.

As always with the Youth Awards an important aspect is the accommodation afterwards. This year we have arranged that all clubs can overnight in the hall of the Hotel. This means that there is no travelling between the function venue and accommodation. So for clubs staying over, don't forget to bring your sleeping bags, pillows, mats, warm clothing, slippers or thick socks and prescribed medical supplies (e.g. inhalers, etc.).

- If any of your committee or members has special food requirements please let us know when purchasing tickets. The Hotel will need to be informed of these.
- **A mobile number of a responsible adult staying overnight in the premises and a guarantee that the phone will be left on and answered all night in case of emergency is required from each Club attending the event.**

Hotel Rooms (for adults only): Some clubs may wish to avail of Hotel accommodation for adult leaders, bus drivers, etc. The rooms can be booked and paid for by each club only through the No Name Club Office. It is necessary to book the rooms you require before 15th March

A special rate of: €115 per single room, €135 per double room and €155 per triple room has been agreed but **these rates only apply to bookings until 15th March, rates will revert back to the Hotel after this date.** Hotel rates are quite a lot higher so it is recommended to book in advance of 15th March if rooms are required.

IMPORTANT – PLEASE NOTE:

The Events Committee want everyone to have an evening of great enjoyment, but PLEASE take note and remember the following:

- The Youth Awards will be an Alcohol-Free event and we ask everyone to respect this. There will be a Snack Shop and Mineral Bar available all evening.
- Everyone including adults is expected to be on their best behaviour at all times.
- Once seated guests are asked not to leave the table until the stage presentations are complete and dinner is finished. Adult leaders are expected to sit with and supervise their club members.
- Some speeches are necessary but we will keep them short. Please, show respect for the speakers and especially the eight finalists.
- At least two nominated Adult Committee members (one male and one female aged 21years or more) must remain with the H&H during the overnight stay.
- Each club is expected to help clean up the venue before leaving.
- If any of your committee or members has special food requirements please let us know when purchasing tickets. The Hotel will need to be informed of these.

It is imperative that patrons are respectful and on good behaviour during the event. Each club's adult members are responsible for ensuring good behaviour from their Hosts and Hostesses. Notwithstanding this, the members of the Events Committee are entitled to take action where (in their opinion) they encounter inappropriate behavior. For the safe enjoyment of all the following procedure will be followed.

1. If inappropriate behavior is noted by, or reported to a member of the Event Committee, that member will approach the offending Host/Hostess and inform them of the problem and request that they behave. The Host/Hostesses' wristband number will be noted and logged in an Event Log. An adult member from the Host/Hostess' club may or may not be informed at this point. *[Note: Event Committee members will be identified by their jackets which carries the events logo]*
2. If a Host/Hostess is approached for poor behavior for a second time the Event Committee member will again point out the bad behavior and request that it be remedied. In this instance an Adult member from the Host/Hostess' club WILL be informed. The wrist band number is noted for a second time in the Event Log, and a final warning is issued to the offender. This in effect is equivalent to a yellow card in sporting terms.
3. If a Host/Hostess is approached for poor behavior for a third time the Event Committee member will seek out the nominated Responsible Adult from the Host/Hostess' club and the Main Event Organiser. The incident is now a red card offence and the Host/Hostess will be asked to leave the function room at this point accompanied by an adult from his/her club. The offender will remain in a dedicated area away from the function room for a duration to be determined by the Main Event Organiser.

Acceptance of these conditions is a requirement of all those attending the National Youth Awards. We request that all Clubs ensure that all members attending the National Youth Awards are made aware of these rules in advance of the event.