



NATIONAL
MEMORIAL
ARBORETUM

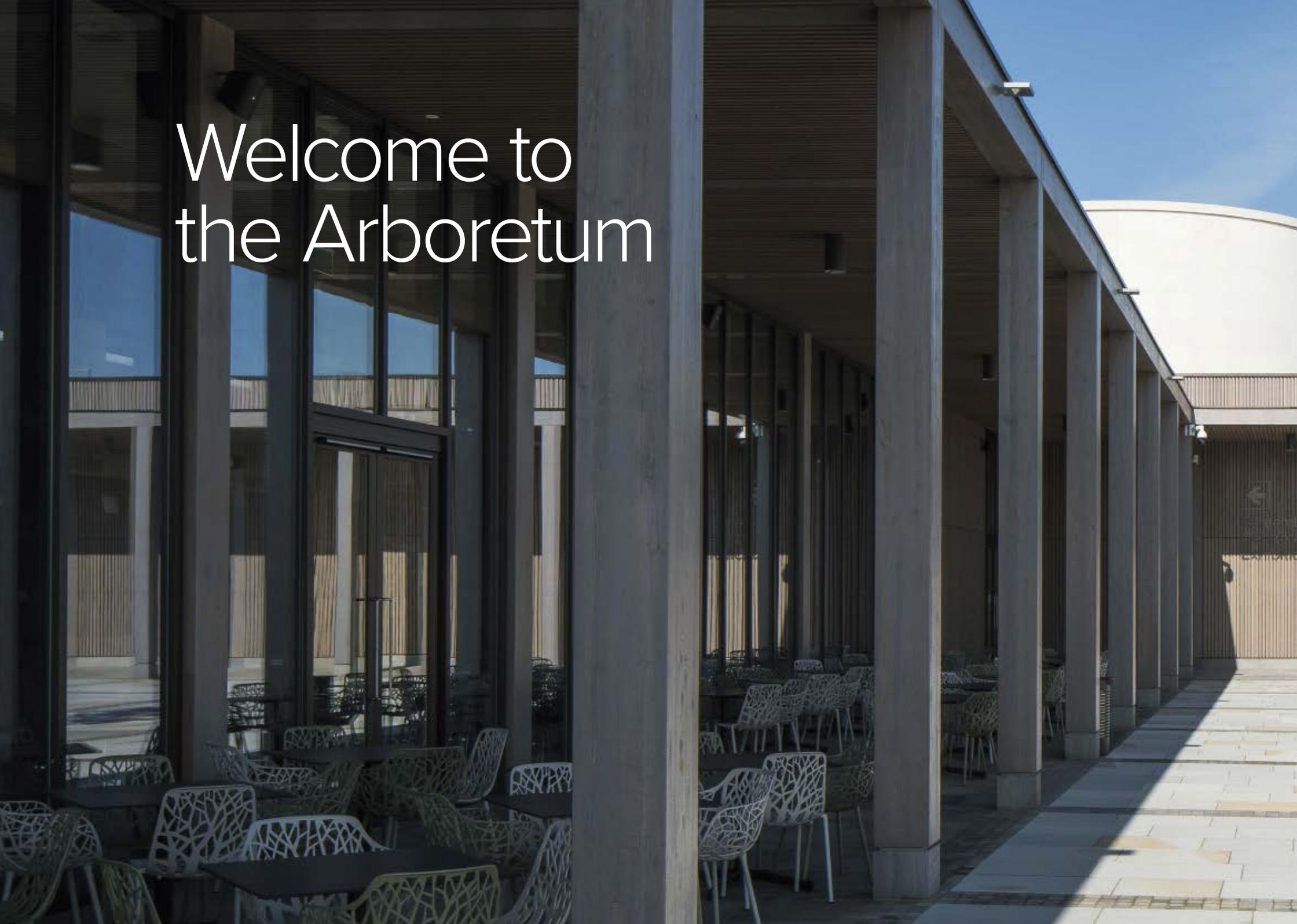
Part of The Royal British Legion

Remembrance Events

at the National Memorial Arboretum

Events that Matter in a Place that Matters

Welcome to the Arboretum





The National Memorial Arboretum celebrates lives lived and commemorates lives lost in service.

Part of The Royal British Legion, it is the Nation's year-round centre of Remembrance and home to over 350 memorials, nestled amongst almost 30,000 trees. Planting began in 1997 under the direction of Commander David Childs CBE who wished to create a special place where the lives of people would be remembered by living trees that would grow and mature in a world at peace.

The 150-acre site is a rich tapestry of extraordinary stories of heroism, tenacity, teamwork and dedication. People from all different walks of life are represented with memorials to both military and civilian service.

“The Arboretum is a celebration of life lived”

Commander David Childs CBE
National Memorial Arboretum Founder



An Iconic Location

With over 350 memorials, nestled amongst 150-acres of woodland, the Arboretum is the perfect place to hold your Remembrance event.

We recognise that it's the little things that make the difference to ensure your day is memorable; that is why our expert team are on hand to support the planning and delivery of your event. With expert event management, a variety of dining options and dedicated staff on the day, your event is our event.

Our professional events team is experienced in delivering a wide range of events from traditional services of Remembrance through to high-profile memorial dedications, banquets and receptions. The team, based at the Arboretum, holds strong relationships with external agencies, The Royal Household, the Ministry of Defence and regional bodies, and can provide advice and information on managing protocol and etiquette. On hand to support you throughout the design and delivery of your event, we are here to make your vision a reality.

*“Learn character
from trees, values
from roots and
change from leaves”*

Tasneem Hameed, Author



To ensure we can offer the best possible value for money, and to help less seasoned event organisers, we have developed a Remembrance Event Package which contains all you need for an outdoor Remembrance event.

Your Service of Remembrance

Remembrance Event Package - £375

Includes:

- Event coordination and on the day hosting
- Welcome desk
- Portable PA system for up to 400 people
- Lectern
- Up to 50 chairs at your memorial
- At least one buggy with driver to shuttle guests to and from your memorial
- Memorial area checked and tidied (48 hours in advance of the event)

Please note: You can choose to add any of the services from the 'build your event package' list.

Large Scale and Royal Events - From £500

Our fee includes full management of your event in conjunction with external suppliers, offices and agencies. Please speak to a member of the Events Team to discuss your requirements.

Build Your Event

We can provide the following services to help ensure your day is memorable and fitting to the occasion.

Event coordination and welcome desk	From £75
Outdoor PA system	£100
Lectern	£30
Chairs (outdoor use)	£3 per chair
Buggy shuttle	£40
Bugler	£80
Organist	£80
Piper	£130
Chaplain	£75
Saluting dais	£30
Flagpole	£30
First aid	From £160
Land train cancellation	£150
Accreditation wristbands	£15 per 100
Car park pass	£3 per vehicle
Band changing space	From £120

All costs are per item unless otherwise stated.

This list is not exhaustive – please speak to a member of the Events Team to discuss your specific requirements.



The Millennium Chapel of Peace and Forgiveness

The Chapel is the only place in the country where an Act of Remembrance is observed every day. The act, consisting of the Last Post, the Two Minute Silence and the Reveille, is held at 11am.

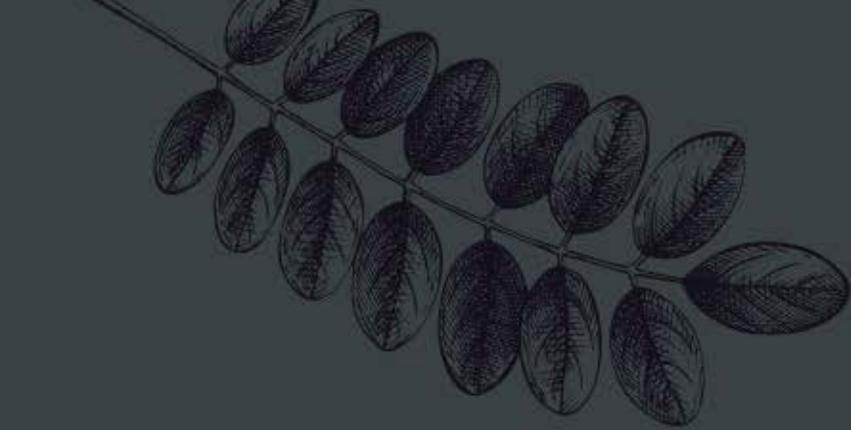
The Chapel welcomes people of all faiths and none, and aims to provide a space where everyone will feel comfortable. It is open daily, for everyone to use, but it is also available for hire for group acts of worship for up to 120 guests.

Millennium Chapel Hire - £175.00

Includes:

- Private hire of the Chapel
- Use of the in-built PA equipment

The Millennium Chapel can be hired between 11.30am - 1.30pm and 2.30pm to 4.30pm daily.



Aspects

Aspects at the National Memorial Arboretum is a contemporary facility, providing seven flexible spaces for between 12 and 500 guests.

This new dedicated events building boasts a spectacular main suite with inspirational views across the Arboretum and Armed Forces Memorial, providing a remarkable location for Remembrance Events.



The Oak Suite

The Oak Suite, with floor-to-ceiling windows framing spectacular views, holds up to 300 people for a banquet, 180 cabaret style or 480 in a theatre format. Designed with flexibility in mind, the Oak Suite is divisible by three to create smaller, more intimate spaces. Each section includes intuitive plug and play AV, high ceilings with rigging points and outside access. A large, covered terrace spans the length of the Oak Suite and is perfect for drinks receptions.



Designed with Flexibility in Mind

The flexibility of the Oak Suite ensures events of all sizes can be catered for within Aspects. Each room is designed to operate individually but also when joined together. This means that spaces can be adapted to suit your needs.

Features that Matter

- Flexible layouts with multiple configurations
- Natural daylight
- Three integrated overhead projectors with screens and wireless presentation ability
- Integrated PA system with lapel microphones
- Feature lighting
- Adjoining outdoor terrace
- 4m ceiling height with rigging points
- Digital signage displays
- Three-phase power
- Loading bay directly to the Oak Suite
- WiFi



Breathtaking Aspects

The views from the Oak Suite are spectacular throughout the seasons and each section of the room overlooks one or more of the Arboretum's stunning memorials.

The Beat (Police Memorial Avenue) is planted with a tree for every Police Force in the United Kingdom. Each force's crest is displayed on a plaque beside the tree. Horse chestnut trees were originally chosen because the first policemen, known as 'peelers' or 'bobbies', carried truncheons made from this wood.

The Armed Forces Memorial stands at the centre of the panoramic view from Oak 1 and, after dusk, is subtly illuminated providing a majestic backdrop for evening events.

The Mediterranean Garden, with its varied maturing trees and collection of symbolic memorials, reminds guests that those remembered here have provided service across the globe.







Meeting Rooms

The meeting rooms; Alder, Chestnut, Hornbeam and Willow have been designed with flexibility in mind, and can link or unlink to suit a range of meeting room sizes.

Each room overlooks Heroes' Square; the beautiful cloistered courtyard planted with red oaks, selected for their beautiful red foliage during autumn, the season of Remembrance. All the rooms are named after trees that can be found in the Arboretum.

These flexible spaces are perfect for hosting smaller meetings, lunches or dinners. Alder, the executive meeting room, also features en-suite washroom facilities making it perfect for VIP guests.





The Founders' Room

The Founders' Room is located within our Remembrance Centre and provides an additional space for small to medium sized events. With access to Heroes' Square, it is suitable for 64 banquet or 80 theatre style. The Founders' Room features overhead projection, HD screen and integrated sound.



Aspects Floor Plan and Room Capacities

	Banquet	Cabaret	Reception	Theatre
Combined	300	180	500	480
Oak 1	120	72	200	200
Oak 2	60	36	100	100
Oak 3	120	72	200	200

	Board Room	Theatre
1 Meeting Room	12	16
2 Meeting Rooms	16	32
3 Meeting Rooms	24	48
4 Meeting Rooms	32	60



The Remembrance Centre

Officially opened by His Royal Highness the Duke of Cambridge in 2017, the Remembrance Centre features three exhibition galleries, an extensive restaurant, gift shop and a beautiful cloistered courtyard with garden. A befitting gateway to the Arboretum, it is an award-winning imposing building designed to impress.

Available to hire for evening dining for up to 150 guests, the Remembrance Centre has beautiful views across Heroes' Square and the Armed Forces Memorial.

"You must be the change you wish to see in the world"

Mahatma Gandhi, Indian Political Leader

A fascinating range of add-ons can be provided to enhance your event:

Guided Walks: The stories behind our memorials and the symbolism within them are fascinating. Venture out with one of our expert guides and hear some of the best anecdotes, tales of heroism and comradeship from 1914 to the present day.

Land Train: The Arboretum's land train is an excellent way to take in a large proportion of the site's fascinating memorials and features a pre-recorded commentary en route. Highlights include the Shot at Dawn Memorial, the Polish Forces War Memorial, the Royal Air Forces Association Remembrance Garden and views across the Naval Review.

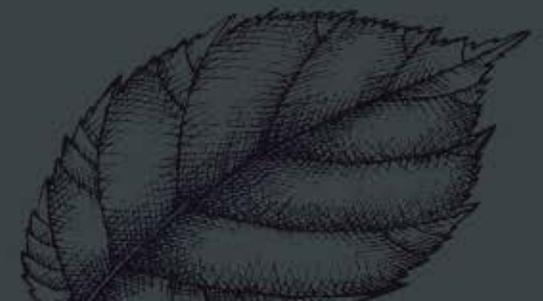
Arboretum Guest Speakers: Our team of expert guides can provide talks to your guests on a wide range of Arboretum related subjects. Talks can be tailored to suit your group i.e. military, wildlife, trees and landscapes.



Landscapes of Life Exhibition

At the heart of the Remembrance Centre is Landscapes of Life, an interactive exhibition which introduces visitors to the history of the Arboretum, its significance and the wider importance of Remembrance. Featuring impressive audio visual display, hands-on interactives and fascinating interpretation, it is a perfect environment for smaller gatherings, pre-event drinks or intimate presentations.

Exclusive hire is available during the evenings but exhibition entry can also be provided to enhance a daytime event.





Food & Beverage

Our accomplished chefs can cater to the highest standards, offering beautifully cooked, great British food, using locally sourced ingredients. Menus are flexible and can be tailored to your needs both with your guests and your budget in mind.

Our commitment to outstanding, friendly and approachable customer service is demonstrated by our VisitEngland Award for Excellence Large Visitor Attraction of the Year 2018 (Gold).

A range of options can be provided to suit your event including:

- Finger buffets
- High tea
- Hot and cold fork buffets
- Seated & served dining
- Bowl food
- Barbecues
- Canapés



Accommodation

Situated between Burton upon Trent and Lichfield, the Arboretum is surrounded by a wide range of accommodation types from four star hotels to cosy B&Bs. Our team can help identify the best accommodation for your needs. Shuttle buses and group transport can also be arranged on request.



“I would like to give my sincere thanks and gratitude for the excellent meals and service given by your staff. The event went very smoothly and numerous comments were made on how much they had all enjoyed their meals. The staff were very helpful and efficient.”

Brian Morley, BKWVA Lunch, July 2018



Events that Matter in a Place that Matters

Aspects at the National Memorial Arboretum is far more than your average conference and event space.

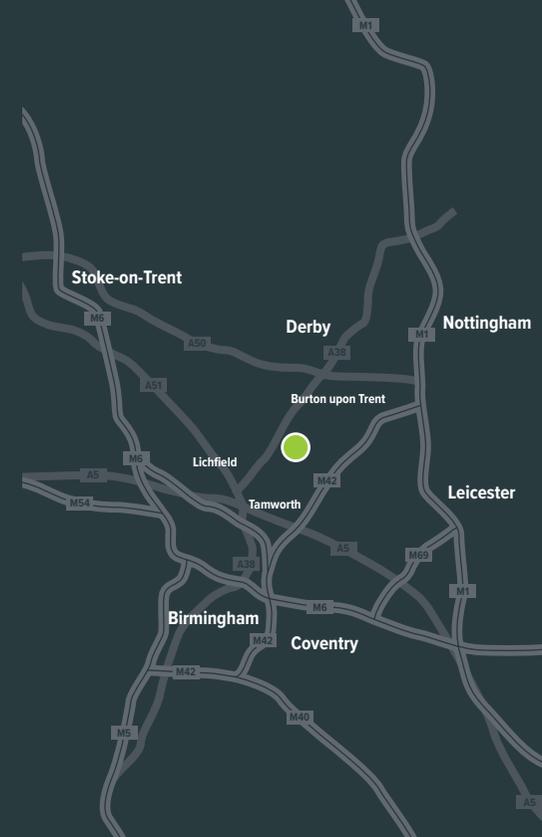
Over 250 events are held at the Arboretum each and every year. Taking place across the site, these events vary in size from an intimate service of Remembrance to large-scale set piece commemorations of up to 2000 people.

Aspects provides a positive environment for our event visitors to meet, reflect and reunite; it is a facility which has character, but remains a blank canvas for event organisers to make their own.

Share your event with us and you will be:

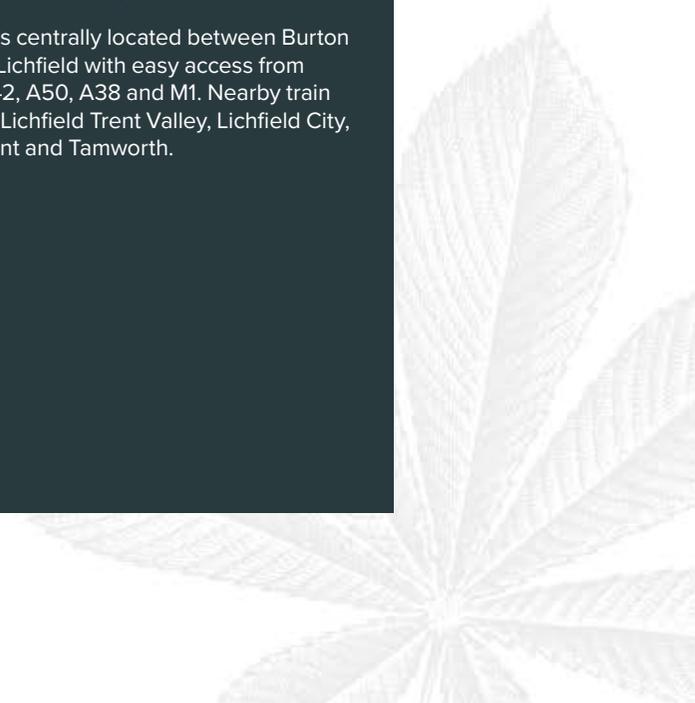
- Supporting a UK registered charity
- Surrounded by stories that inspire
- At the heart of a nationally-important site

For booking information contact **01283 245 100** or email functions@thenma.org.uk



How to find us

The Arboretum is centrally located between Burton upon Trent and Lichfield with easy access from the M6 (Toll), M42, A50, A38 and M1. Nearby train stations include Lichfield Trent Valley, Lichfield City, Burton upon Trent and Tamworth.





For booking information contact **01283 245 100**
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