GROUP ORGANISER'S GUIDE

Doubletree by Hilton Docklands Riverside

265a Rotherhithe Street
London SE16 5HW
Telephone: 020 7231 1001

This information has been prepared to assist you in planning your stay at New Year. If you have any questions, please contact Malcolm Chalk.

Bedroom location.

Your rooms will be allocated on specific floors of the hotel. The hotel will pre-assign your rooms in chaperone groups prior to arrival as per your request.

Bedroom types.

Your bedroom allocation will be made up of a majority twins (2 beds for 2 people) and the balance doubles (1 large bed for two people). Triple rooms (usually a double & single bed for three people) are available on request. Anyone requesting a double room to themselves will need to pay the single supplement.

Bedroom facilities.

- All rooms have a bath with shower.
- All have direct dial telephone.
- All have televisions with cable channels which are free.
- All rooms have mini refrigerators and will be empty.

Orientation Meeting.

Orientation will take place in the **London Room** on the mezzanine floor. The room will be set up dinner style for 200.

Equipment Storage.

The **Battersea** or **Chelsea Room** on the ground floor will be set aside for storage of your musical instruments.

Breakfast & Dinner.

Breakfast (English buffet) will be served daily in the **London Room** on the ground floor, which has a capacity of 200.

Three dinners (buffet) will be served in the same room on pre-arranged dates.

New Year's Eve.

The **London Room** will be used for the party on New Year's Eve. A disco, dance floor, soft drinks and pizza will be provided.

Internet access.

There is free WIFI access throughout the hotel.