

Application for the Queen's Colour Squadron of the Royal Air Force

To: RAF Ceremonial Bentley Priory Building RAF Northolt West End Road, Ruislip Middlesex HA4 6NG	Bid No: Tel: 0208 833 8766 RAFTN: 95233 8766 Fax: 0208 833 8763/ 95233 8763 Email: CER-SO2Cere@mod.uk
------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

Organiser's Information

Point of Contact					Contact Details					
Address				Day						
				Evening						
				Mobile						
				Fax						
	Post Code				Email					
Are you content for us to release your details to enquirers? (please tick one)							Yes		No	

Event Details

Date(s) of Event		Event Start Time			
		Event End Time			
Name of Event					
General Location of Event with reference to city or large town			Type of display required (Parade, Continuity Drill Display, Lining Party)		
Approx size of arena floor upon which display will take place e.g 100m x 100m (See guidance notes)			Material of which arena floor is constructed (E.g tarmac) (See guidance notes)		
Is this event open or closed to the public?	Open/Closed*		Expected crowd size:		
Is a Senior RAF Officer attending? Please specify in "Other" box below.	Yes/No*		Will there be a PA system available for QCS use?	Yes/No*	
Do you require an RAF Band?	Yes/No*		Is there changing facilities available? (See guidance notes)	Yes/No*	
Are there suitable overnight weapon storage facilities available? (See guidance notes)					
Date & time of convenient visit by Advance Party of the Queen's Colour Squadron					
Other Information					

PLEASE READ THE GUIDANCE NOTES BELOW AND ENSURE THAT ALL SECTIONS ARE COMPLETED IN FULL. FAILURE TO DO SO MAY LEAD TO YOUR REQUEST NOT BEING CONSIDERED

GUIDANCE NOTES

Please ensure that all sections are completed in full, including all contact details. The contact details under Organiser's Information are for the Event Organiser and not the person submitting in the application, unless it is the same person.

RAF participation is not permitted at events that are closed to the public and private functions such as weddings, funerals, anniversaries or birthdays.

Queen's Colour Squadron Advance Party

Prior to any Queen's Colour Squadron participation an advance party will visit the proposed venue to ensure that it, and associated facilities are conducive to the smooth running of the event. It is requested that a member of the event management is present during the visit so that any issues that may arise can be addressed at the earliest opportunity.

Arena Floor Size and Construction

The size of the Queen's Colour Squadron contingent available for the display depends on the size of the arena floor. The construction of the arena floor is also an important factor in planning a Queen's Colour Squadron display. Information about arena floor size and construction can be obtained from the RAF Ceremonial Office, who will confirm the appropriate size of display.

Changing Room Facilities

Changing room facilities may be required depending on the location of the event and equipment required by the Squadron to support the event. Additional changing room facilities would be required if an RAF Band is required. Please note that male and female changing rooms would be required for any RAF Band.

Weapon Storage Facilities

The rifles and swords used by the Queen's Colour Squadron do, by law, have to be stored securely to prevent, as far as is reasonably practicable, unauthorised people taking or using them. If overnight storage is required, then a suitably qualified member of the Queen's Colour Squadron's advance party will inspect the weapon storage facilities to ensure that

they are adequate. It is possible for alternative weapon storage to be organised, however, this may incur an additional charge.

Charges

Participation by the Queen's Colour Squadron may attract attendance and insurance charges. In addition, organisers may be responsible for any costs that would not have been incurred but for the asset's participation, such as transport between accommodation and display site and other incidental expenses. Information about current charges and other financial conditions may be obtained from the RAF Ceremonial Office.

Photographs, Digital and Other Transmittable Media

The Queen's Colour Squadron has an enviable reputation that the RAF wishes to protect. Consequently, it is kindly requested that any photographs or transmittable media of the Squadron are released for publication through SO2 RAF Ceremonial; email - CER-SO2Cere@mod.uk

The RAF reserves the right to withdraw from an event at any time and cannot be held liable for any costs incurred by the organiser in respect of planned participation that is subsequently cancelled.

Further guidance can be obtained from the RAF Ceremonial Office and for more information about the Queen's Colour Squadron visit <http://www.raf.mod.uk/queenscoloursquadron>.

1. The Royal Air Force has had a ceremonial drill unit based in Middlesex since the early 1920s. On 26 May 1951, in recognition of the achievements of the Royal Air Force, HRH The Princess Elizabeth, acting on behalf of her Father King George VI, presented the Queen's Colour for the Royal Air Force in the United Kingdom to the Service. Following the subsequent coronation of Queen Elizabeth II, on the 1 November 1960 the Royal Air Force Drill Unit was re-named The Queen's Colour Squadron of the Royal Air Force.

2. The Queen's Colour Squadron is the custodian of the Queen's Colour of the Royal Air Force in the United Kingdom and has the honour of providing the Escort Squadron whenever the Queen's Colour is paraded. The Squadron mounts The Queen's Guard at Buckingham Palace, St James' Palace, the Tower of London and Windsor Castle on behalf of the Royal Air Force. The Royal Air Force Regiment's tradition for the Royal Palace Guards began in 1943, with their first mount viewed by His Majesty King George VI and Queen Elizabeth, later The Queen Mother. The Squadron also represents the Service at high profile events such as State Visits and Funerals, the Remembrance Parade in Whitehall, the State Opening of Parliament and Guards of Honour.

3. The first public Continuity Drill Display, for which the Squadron is now famous, was performed on the 20 May 1961 at the Combined Services Show. This was followed on the 11 November of the same year by the first display at the British Legion Festival of Remembrance at the Albert Hall, a performance which is now a biennial fixture for the Queen's Colour Squadron.

4. The Squadron also conducts a unique dual-role, undertaking both ceremonial and RAF Regiment field squadron commitments as 63 Squadron Royal Air Force Regiment. The Queen's Colour Squadron (63 Squadron RAF Regiment) – to give its full, modern-day title – is exclusively manned by the officers and gunners of the Royal Air Force Regiment and is a fully capable combat unit which has deployed on operations to both Iraq and Afghanistan. More recently, the Squadron has supported Royal Air Force operations overseas, including assisting the humanitarian effort in the Philippines and with the evacuation of civilians from South Sudan.