

Christmas Tree Light Up Event Proposal to Town Council

The Christmas Tree Light Up event is proposed for Friday 6th December 2019. The following is an estimate of costs and an outline of the event.

Diamond Lites Majorettes will lead a parade of children from all schools who will make lanterns. The parade will start from St Marys School.

Utilising the Health Centre Car Park (subject to Babergh approval which has been applied for) the Reindeers and Santas Grotto will be set up here.

A Gazebo, Staging and Lights will be put in the Market Square for the Hadleigh Choir, Hads, Co-Op brass band to perform

The Medieval Dancers will perform in the Market Square around the tree including the general public to participate.

The Boudicca Morris Dancers will also perform outside.

Craft Stall Holders will be held in the Dining Room

Hadleigh Choir will either perform on their own or if the Co-Op brass band can come along, to sing carols once the lights have been switched on

This years Christmas Tree has been kindly sponsored by James Buckle.

Angel Delights and QH Bar Services will provide any food and drink available to purchase and a % of all sales will be given to the Town Council.

Riches Entertainment will host a Bouncy Castle, Popcorn & Candy Floss stands

Event	Cost	Activity
J&C's party pets	£ 1,020.00	This is for x2 Reindeers, their handlers and a Santas Grotto and Garden. Two hours from 6pm - 8pm
Cowle Electricals	£ 318.00	Electricians to put up Old lights around the Market Square and plug in large Christmas Tree
Licenses - TEN license, Road Closure License,	£ 71.00	TEN License already purchased
Venue Hire	£ 256.00	To hire the Dining Room & Guildroom between 4pm and 10pm to allow for set up & clear away
PR System & staging (Hads)	£ 250.00	HADS have offered to lend us Sound Equipment & Lights and a Gazebo
Large Christmas tree erection	£ 150.00	Estimated cost to put the main tree in the square
Marketing Material Costs	£ 100.00	Produce flyer to distribute around town and adverts in the Community news

Christmas presents for children given by Santa in the Grotto	£	400.00	Toys to be purchased and wrapped at a cost of £5 per gift
Contingency	£	500.00	Contingency as with all events this needs to be available.
	£	3,065.00	The costs have been revised and increased as the Town Matters Committee wanted the event to be held on a Friday which counts as a weekend day and therefore costs have risen from suppliers, especially from the reindeer hire who were originally £660. The cost of the venue goes up too. A contingency is in place but may well not be used so the costs have only risen by £500 from the original forecast and this will reduce further when we offset the Income as detailed below and the profit from the Business Trees which will bring the total costs in my estimate down to £1500 at most.
Organisation from Hadleigh who have confirmed participation			
St Marys School	TBC		To make Lanterns
Hadleigh Community School			To make Lanterns
Beaumont School			To make Lanterns
Diamond Lites Majorettes			To lead the parade from St Mary's School to the Market Square and a performance
Medieval Dancers			Including participation from the general public
Boudicca Border Morris Dancers	TBC		Will give a definite answer soon as asking everyone to review diaries.
QH Bar Services			To provide bar services in the dining room & an outside bar
Hadleigh Choir			To sing christmas carols around the large tree
Angel Delights			To provide refreshments in the Guildroom
HADS			Entertainment
Stall Holders	Action		

<p>We will invite Stall Holders to exhibit in the Dining Room at a cost of £10 per stall. These cannot be approached until the TC have confirmed the event</p>	<p>Need to find out from S Munson how many craft stalls can be accommodated in the Dining Room and guildroom along with Angel Delights looking at potentially 20 stalls</p>	
<p>****Hadleigh Market Traders will be invited but anticipate little take up as they will be there on Friday for the usual market</p>		
<p>Items waiting to be confirmed</p>	<p>Update 24.9.19</p>	
<p>Town Clerk to look into Town Council Insurance Policy to see if this event is covered. The Bouncy Castle has its own Insurance as does the Reindeers.</p>	<p>At present the staff have told me they do not know where the Insurance Policy is and therefore this cannot be looked at until found.</p>	
<p>Town Clerk to apply for Market Place Road to be closed to cars between the hours of 3pm and 10pm - This has been applied for by A Gregg and they have responded needing extra information before approving it.</p>	<p>A Gregg has contacted Network Assurance who have acknowledged request for road closure. A payment of £50 is required for them to process the application. Therefore this is on hold until a decision is made by TC</p>	
<p>Babergh Council have been contacted regarding this event and waiting for response to use the Hadleigh Health Centre Car Park and to be able to erect the large Tree.</p>	<p>I have been contacted by the BMSDC and advised the person who reviews this is away until the end of September and will respond on their return</p>	
<p>Babergh Council will advise if an Entertainment 1 day event license is necessary</p>	<p>a TEN License has been purchased in my own name as this is what is required. It covers the Market Place for Entertainment & Alcohol consumption off premises and to be sold in the market place. Kay Saunders has now sent the certificate signed by the council. They have confirmed the Town Hall is already covered.</p>	

<p>Currently looking into who erected the Tree last year and will establish what safety checks and security measures are needed</p>	<p>D S Tree Services (Drew) who has erected the tree in the past is currently on holiday but has been contacted.</p>	
<p>A Full risk assessment will be performed prior to the event indoors and outdoors.</p>	<p>A Full risk assessment will be completed by a Town Councillor as per our regulations prior to the event. We are awaiting this form to be completed by the HMFC panel & committee.</p>	
<p>Volunteers will be asked to escort the parade from St Marys School, down George Street along the High Street into Market Place. A query was raised by Cllr Faccini that he felt we would need road closures for this but as the majorettes will not be performing, merely leading the parade they will be sticking to the pathways and crossing on the Zebra Crossing.</p>	<p>Volunteers will be approached to the schools and Teachers from the Schools who are DBS checked and therefore this will eliminate any safeguarding issues. The Police will be able to monitor traffic but the town will be notified that a parade will be walking from St Marys school to the Market Place well in advance. Parents will also be asked if they want to escort their own children.</p>	
<p>Police has been informed and invited to attend</p>	<p>PC Diane Porter and WPC Sarah George have confirmed their attendance and offered any support we need.</p>	
<p>St Johns Ambulance - to be on the grounds in case of accidents</p>	<p>Emily Renshaw the event administrator has contacted me and has passed the event to the Local branch to seek their availability - they want 4 weeks to respond to us.</p>	

Large Christmas Tree - Erection	Strategic Asset Management have been contacted to give permission for the 20ft tree to be erected in the Market Square from Monday 2nd December until it comes down just after New Year - awaiting their response - The tree has been donated by Heathpatch Ltd, but will not be invoiced until the event is approved. A tree has been sourced at a cost acceptable to the donator.	
Income from Event		
Any income from the event will be offset against costs.	I have emailed the Town Clerk suggesting that the profits from the Business Tree's is offset against the cost of the Town Council Lightup event as it is all associated with Town Council. Last year approx £1000 was made from the trees and it is unknown where these funds went.	
10% of proceeds from both QH Bars indoors and out		
10% of proceeds from Riches Entertainments		
Craft Stall Holders at £10 per stall - est 25/30 stalls		
Angel Delights To be agreed proposing 10% of sales.		
Working Party		
Until Full Council approve this event no working group has been set up and no meetings have taken place. As time was pressing in August I asked for Christmas to go onto an Agenda for the Town Matters committee but due to admin errors the first meeting was not held until late September. Therefore I took the initiative to scope out some ideas and costs to present, when possible, for approval and resolution by the Town Council.		
Trevor Clarke attended the Town Matters meeting suggesting he would like to be involved and Keiron Ruddy have offered his support should it go ahead and I believe Cllr Wright and Cllr Schleip have also shown an interest to be involved.		

Christmas was also to be on the last Town Council agenda but was not put on there and along with other committee items these could not be spoken about or put to resolution.		