

**CRANBROOK CHRISTMAS TREE LIGHT SWITCH ON AND SANTAS GROTTTO**

Introduction

Cranbrook Christmas Tree Light Switch on takes place on the last Friday of November and this year the event will be held on Friday 24<sup>th</sup> November 2023. The Town combines the light switch on with a visit from Father Christmas where the children can visit Santa's Grotto.

The presents for the children are generously donated from the Otter Rotary Club and each year Cranbrook Town Council office staff rig and decorate a large green gazebo using the supplies available from the store cupboard.

Situation

The equipment used for Santa's Grotto looks outdated and the lights for the Christmas Tree need to be replaced. Last year the lights had to be repaired prior to use as Festive Lights had changed their connections, this meant we were unable to buy a replacement power pack.

Rigging and decorating the gazebo is very labour intensive for the Council staff and on completion of the event, it also requires the staff to derig the gazebo in preparation for the weekend hirers.

Proposal

1. Hiring an inflatable Santa's Grotto would not only look more appealing to the families attending the event but also reduce the impact on the office staff's time for the setting up process.
2. To purchase new lights for the Christmas Tree.

Options for Consideration

1. Exeter bouncy castles offer an inflatable Santa's Grotto with a basic scene setter including backdrop and support, red carpet and oak table with a vintage lamp for £150.00. This is a set price for the duration it is onsite for the event.
2. We currently have 60 metres of outdoor tree lights from Festive Lights and to replace these would cost approximately £200.00.
3. To use money from the events fund to purchase new Christmas Tree lights and hire an inflatable Santa's Grotto to support the event. The money used from the events fund will not exceed £400.00.
4. Continue using the Town Council gazebo and acknowledge the time constraints placed upon the office staff.

## **Recommendation**

To purchase new Christmas Tree lights from Festive Lights and hire an inflatable Santa's Grotto with money from the events fund, this will not exceed £400.00.