

# ROTARY CLUB OF HYTHE



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**Date: 19<sup>th</sup> August 2022**

The Town Clerk;  
(Mrs Julie Abbott),  
Hythe Town Council,  
Oaklands,  
1 Stade Street,  
Hythe CT21 6BG

Dear Town Clerk

## **Re: Rotary Club of Hythe – High Street Christmas collections – December 2022**

As you are no doubt aware, the Rotary Club of Hythe will be carrying out its annual High Street Christmas Collections throughout certain days in December. We would therefore like permission please, to have the use of the Undercroft at the Town Hall from 1<sup>st</sup> December to 31<sup>st</sup> December 2022 and during this time we would also like to display our Rotary Club banner. This would be secured to 2 pillars and left there for the duration.

We would also like the use of the Undercroft for our Santa's Grotto again this year, and this would be situated in exactly the same place as last year ie on the left hand side as you enter the building. Our proposed days for using the Grotto are: The weekends of 3<sup>rd</sup> & 4<sup>th</sup> December and also 10<sup>th</sup> & 11<sup>th</sup> December, to include Sundays in all cases. Then from the weekend of 17<sup>th</sup>/18<sup>th</sup> December through to all days up to and including Christmas Eve, the Grotto will again be fully operational. We would also like to use the Grotto for the "late night shopping" evening in Hythe. The total days for the Grotto in use would be for 12. During all times that the Grotto is in use, we would like permission please, to be able to get into the Town Hall and also the Mayor's Parlour.

Our Christmas High Street Collections from the Undercroft and opposite will once again be taking place and we propose to start the first one on Saturday 10<sup>th</sup> December (but not on any Sundays) and then on 12<sup>th</sup> December through to and including Christmas Eve. The total days for these would be for 13. During all the times that collections are taking place, we like permission to gain access into the Town Hall.

Regarding opening up and locking up of the Town Hall for our dates mentioned above, this worked exceptionally well last year whereby a member of your staff attended on each occasion. Could we please request the same arrangement this year (to include the weekends) whereby the building is unlocked each time at 9.30am and locked up at 4.20pm?

Finally, could the electricity supply please be left on from 1<sup>st</sup> December all the way through, until the removal of the Grotto (date TBA)? I understand there is a switch inside the Town Hall that needs to be thrown to enable the supply to remain live outside the building. There is also a padlock on the supply box outside that we used last year after locking up each time and we would of course require the code for the box this year to enable us to padlock it up.

I understand that this letter now has to go through your F&GP Committee and I would therefore be most grateful please, if this could be included in their next meeting, which I believe is going to be on Thursday 8<sup>th</sup> September.

Many thanks, and should you have any queries in the meantime, please do not hesitate to contact me.

Kind regards

Yours sincerely

 - Chairman for High Street Christmas Collections 2022 – Rotary Club of Hythe