

ROTARY CLUB OF HYTHE



Hythe
Kent

Tel:
e-mail

Date: 23rd August 2023

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 2023

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 1st December to 31st December 2023 and during this time we would also like to display our Rotary Club banner and have the use of the pillars to advertise whatever is needed for our fund raising appeal. The banner would be secured by tying it to 2 pillars and left there for the duration and any posters used on the pillars would be tied to them, as opposed to using glue.

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: Friday 8th December from 3.00pm to 6.00pm, the weekend of 9th & 10th December from 10.00am to 4.00pm, to include Sundays in all cases. On Friday 15th December we would like to open up the Grotto from 3.00pm to 6.00pm, but if it is a "late night shopping night" on this day, then we would like to remain open until 8.00pm on this particular day. Then from the weekend of 16th December right through all the days to Saturday 23rd December from 10.00am to 4.00pm. Finally Christmas Eve, Sunday 24th December the Grotto will be operational from 10.00am to 1.00pm. The total days for the Grotto in use would be for 13 and 3 of these are only part days. 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 as we have done so in the past. In support of these Grotto times as mentioned in this paragraph, please refer to the attached Word document, which also includes the proposed dates for the erection of the Grotto.

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 9th December (but not on any Sundays or Mondays) and then on 12th December through to and including Christmas Eve. Whilst Christmas Eve is on a Sunday this year, it is likely that we will collect from outside the Town Hall then, as St Leonard's choir will be singing there on this day at 11.00am. The total days for these collections would be for 12. During all the times that collections are taking place, we would 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 half an hour prior to when the Grotto/High Street collections are about to commence and then locked up 20 minutes after they have finished.

Finally, could the electricity supply please be left on from 1st 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 confirmation of the code for the box this year and we will always make sure it is padlocked afterwards when we leave the site each time.

I understand that this letter now has to go through your F&GP Committee and I would therefore be most grateful, if this could be included in their next meeting, which I believe is going to be on Thursday 14th September 2023.

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

I now look forward to hearing from you further.

Kind regards

Yours sincerely



 - Chairman for High Street Christmas Collections 2023 – Rotary Club of Hythe

SANTA'S GROTTO 2023

IT HAS BEEN AGREED WITH LAURA AT HYTHE TOWN COUNCIL THAT THE UNDERCROFT HAS BEEN BOOKED FOR THE ENTIRE MONTH OF DECEMBER TO HYTHE ROTARY FOR THE SANTA'S GROTTO

WE DO NOT NEED ACCESS TO THE TOWN HALL WHEN THE GROTTO IS BEING ERECTED JUST POWER SUPPLY

WE WILL NEED ACCESS TO THE TOWN HALL ½ HOUR PRIOR TO OPENING EACH TIME

PROPOSED DATES FOR GROTTO ERECTION & GROTTO DATES & TIMES OF OPENING ON EACH OCCASION:

DATES:

1st to 7th Dec

ERECTION OF THE GROTTO TIMES DATES TO BE ARRANGED

Friday	8th Dec	opening 3-6 pm
Saturday	9th Dec	10am – 4pm
Sunday	10th Dec	10am - 4pm

Friday	15th Dec	3-6pm if late night shopping 3-8pm
Saturday	16th Dec	10am – 4pm
Sunday	17th Dec	10am - 4pm
Monday	18th Dec	10am - 4pm
Tuesday	19th Dec	10am - 4pm
Wednesday	20th Dec	10am - 4pm
Thursday	21st Dec	10am – 4pm
Friday	22nd Dec	10am - 4pm
Saturday	23rd Dec	10am - 4pm
Sunday	24th Dec	10am – 1pm