



Report to	Leisure Services Committee
Subject	Summer Entertainment
Purpose	Information
Classification	Unrestricted
Meeting date	3rd July 2023
Item number	8a
Written By	Former Events Manager
Summary: This report outlines the confirmed plan for this year's Summer Entertainment in the Memorial Gardens 1. The Schedule of events 2. Budget and costs	
1.	Introduction
a.	Summer Entertainment in the Gardens is a very popular, family-friendly summer event.
2.	Context
a.	It consists of the different dates: 27 July, 3 rd , 10 th , 17 th , 24 th August from 1.00pm to 4.00pm
3.	Proposal/Options
a.	27th July: magic show, circus skills workshop, face painting, bird & dragon mask art workshop, wellbeing and mindfulness session, bouncy castle, buzz...a bee-riliant adventure featuring spell-binding puppetry and a giant honeycomb set
b.	3rd August: face painting, wellbeing and mindfulness session, bouncy Castle, treasure box art workshop, magic show, poems Pop up stall, pirates and fairies storytelling times
c.	10th August: face painting, wellbeing and mindfulness session, bouncy Castle, magic wands art workshop, magic show, school sports day, Wizard of Oz storytelling times
d.	17th August: face painting, wellbeing and mindfulness session, bouncy castle, magic show, mini tops hats art workshop, Cinderella storytelling times
e.	24th August: Face painting, wellbeing and Mindfulness session, bouncy castle, mobile twigs art workshop, butterfly rock painting, animal experience, magic show 13.30-14.00, theatre performance: Alice Through the looking glass
f.	The council will deliver 125 free meals for children entitled to benefits and/or free school meals as part of the Holiday Activity & Food program funded by the government and organised by the West Suffolk Council.
4.	Financial/Resource Implications
a.	Budget £11,125 Suffolk County Council fully funds the well-being sessions. £1,125 Free school meals programme £3,000 funding from West Suffolk Council Newmarket Town Council budget £7,000 *Creative Arts East subsidise three performances
b.	Expenses Inflatables £1,750 Art workshops £1,800 Butterfly rock painting: Free (BID funded) Magic shows + sports day £800 Animal experience £262,50 Face painting £750 Creative Art East 3 performances £950 125 School meals £750 Wellbeing sessions £1,125 3xstorytelling £1.970 Total cost: £ 10,157,50 <i>Under budget: £967,50</i> <i>An ice cream van is booked for all five events. The supplier will pay a commission to the council.</i>

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EQUIPMENT RENTAL AGREEMENT

AGREEMENT made between Newmarket Town Council (Owner) and _____
 _____ (Renter), address _____

telephone _____ email _____

Community Group/Parish Council _____

Equipment	Borrowed	Returned
Speaker 1: MSM/Alpa AT10/100s		
Speaker 2: MSM/Alpa AT10/100s		
Sanyo Xtrax Projector w/lens plus 13A mains lead & controller		
DVD player Sony DVP-NS730		
New speaker stands in boxes (2)		
20m mains extenuation lead wound onto a drum		
2x15m speaker cables		
Large screen (image size 10' x 7.5')		

- The rental period shall commence on _____ and terminate on _____ at which date the equipment shall be returned to the Owner.
- Renter shall pay a cash/cheque security deposit of £300. Only after all equipment has been returned to the Owner and found to be in good condition and repaired shall the security deposit be reimbursed to the Renter.
- Full retail value of the equipment described above is £2,000.00
- Rental shall, during the rental term, keep and maintain the above-described equipment in good condition and repair and shall be responsible for any loss, casualty, damage or destruction to the said equipment notwithstanding how caused, and the Renter agrees to return said property in its present condition, reasonable wear and tear excepted.
- Renter agrees to inspect and verify the functionality of the equipment upon receipt and to notify the Owner of any damages, malfunction or missing components so that appropriate measures can be taken.
- The equipment shall remain, at all times, the property of the Owner unless a sales agreement is negotiated for the purchase of the equipment separate from this agreement.
- The Renter assumes all risk or loss of and damage to the equipment from every cause whatsoever, while the equipment is in the Renter's possession. Any peripheral

items associated with the equipment and included in this agreement must be returned with the equipment no later than the designated return date. The Renter agrees to pay list prices for any items which are not returned by the designated return date. These charges may be deducted from the security deposit.

- Regardless of the cause, the Renter waives the right to make any claim against the Owner for loss or anticipatory profits, or any other indirect, special or consequential damages. Additionally, the Renter waives any right to make any claim against the Owner for damages resulting from the misuse of equipment or for personal injury resulting from the use of the equipment.
- The law of this Agreement is that of England and Wales, and the Courts of England and Wales have the exclusive jurisdiction over any dispute arising.

Owner: *Newmarket Town Council*

Renter Signature: _____

Date borrowed: _____

Date (s) of screening: _____



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 _____ (Renter), address _____
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Private Renter shall pay the Owner the sum of £_____per day/week for_____ days/weeks for a total of £_____as payment for the rental payable prior to equipment rental – via bank transfer (preferred) or by credit card (admin fee applies)

Renter's name: _____

Address: _____ Post Code: _____

Telephone: _____ Email: _____

Owner: *Newmarket Town Council*

Renter Signature: _____

Date borrowed: _____

Date (s) of screening: _____



Report to	Leisure Services Committee
Subject	Remembrance Day 2023
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	3rd July 2023
Item number	13
Written By	Cathy Whitaker CLERK

Summary: This report outlines the details to consider for the 2023 Remembrance Day arrangements.

1.	Introduction
a.	It is the Town Council's responsibility to provide the Remembrance Day Ceremony at the War Memorial and to arrange the parade and service of remembrance at Tattersalls.
b.	Historically, a reception was held at the Bowls Club following the service; towards which the Town Council gave a small grant to RBL.
2.	Context
a.	In 2022, the reception was held at Tattersalls for the first time; with the Town Council using the Tattersalls recommended caterers. Town Council paid £500 for caterers, with Tattersalls funding the remainder.
b.	There was no alcohol served due to logistical and licencing issues; hot drinks and soft drinks were available.
3.	Proposal/Options
a.	Remembrance Ceremony at the War Memorial Garden Sunday 12th November 2pm: Service PA system Liaison with Revd Otule Liaison with RBL Poppy wreaths
b.	Parade from War Memorial to Tattersalls: Road Closure – is free of charge. RBL to form up and lead
b.	Tattersalls Venue Remembrance Service: Printing of orders of service Liaison with Revd Otule Academy students to read – vouchers to provide
c.	Invited Guests: VIP reception (c.80) at Tattersalls in the Green Room (by invitation only – buffet provided with hot and soft drinks Main reception at Memorial Hall – sandwiches, cakes, biscuits with hot and soft drinks
d.	Decorations: Memorial Hall – 2 x banners on front of building 2 x soldiers at either side of door and 1 soldier at War Memorial

	War Memorial uplights to be on dawn to dusk from end of BST 2023 to beginning of BST 2024 Clock Tower to be lit in red from 10 th to 13 th November
e.	Remembrance Short Service at the War Memorial Saturday 11th November 11am: Short Service PA System Liaison with Revd Otule Liaison with RBL No wreath laying
4.	Financial/Resource Implications
a.	2022-2023 budget was £1,000, which was slightly overspent at £1,189. Current year budget is £1,500.
b.	£1,000 to be vired from 4114/101 (other reserves) to 4079/101 Rem Day expenses
5.	Next Steps/Recommendations
a.	To approve the split reception arrangements for Remembrance Day
b.	To approve the budget virement to increase the funds for Remembrance Day costs