

## Briefing Note - Event Equipment List

In July 2022 the St Lawrence Fair was held and the Parish Council had a stall which was well attended by the residents. While reviewing events such as the St Lawrence Fair and the Annual Parish Meeting a list was compiled of items that were needed for future events. The Parish Office has listed these items below with estimated costs if purchasing from Amazon (please be aware that the prices were correct on the 9.12.22 and may increase by time of purchase). When purchasing the items, the Parish Office will look to source locally if they can be found for the similar costs to Amazon.

Whilst reviewing the events it was also discussed that another pop-up banner could be made which highlights the Parish Council responsibilities. The design for this is currently being worked on by Cllr Sampson and the Assistant Clerk. It was confirmed in an email received from My Complete Print that the cost for a Classic pop-up banner remains at £98 inc. VAT.


**RECOMMENDATION:** The committee **AGREE** to purchasing the below listed items up to a value of £350 from the Tourism & Attractiveness budget code 5610 with the provision that items will be sourced locally where possible.

Item	Where From	Cost per item	How many needed	Total
Electric Balloon Pump	Amazon	£16.97	1	£16.97
A4 Display Holders 5 Pack	Amazon	£25.99	1	£25.99
A5 Leaflet Holder 2 Pack	Amazon	£15.99	2	£31.98
4 Tier Leaflet Holder for Leaflets	Amazon	£15.28	1	£15.28
Green Fabric Bunting 10M	Amazon	£13.99	1	£13.99
Yellow Fabric Bunting 20M	Amazon	£8.49	1	£8.49
Tablecloth 1 Pack	Amazon	£11.19	6	£67.14
80 Litre Plastic Storage Box Pack of 3	Amazon	£33.19	1	£33.19
Classic Pop-Up Banner	My Complete Print	£98.00	1	£98.00
<b>Total</b>				<b>£311.03</b>

## Electric Balloon Pump

Low-priced products in personal care, beauty, home and more

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**Electric Balloon Pump - Set of 7 Pcs - Baloon Inflate Machine - Portable Dual Nozzle Balloon Pump Electric - 220V-240V 600Watt Balloon Pumper for Party/Wedding/Birthday Decoration - Not a Helium Tank**

Brand: P Prompart  
 ★★★★★ - 480 ratings  
 Amazon's Choice for "balloon machine electric"

£16.27

FREE Returns - Available at a lower price from other sellers that may not offer free Prime delivery.

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Colour: Rose Pink  
 Brand: P Prompart  
 Material: Plastic  
 Item weight: 1.02 Kilograms  
 Item dimensions: 14.5 x 15.7 x 20.6 centimetres L x W x H


**About this item**

- Best Party Supply - Whether it is a birthday party, a wedding, Christmas, or Anniversary, this electric inflator pump can be used as your balloons arch kit to complete your party decor with your choice of style. Birthday/Festival celebrations at home can be

Roll over image to zoom in

## A5 Leaflet Holder

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**HIMIEI Acrylic Freestanding Brochure/Leaflet Holder A5 2 Pack - Clear**

Visit the HIMIEI Store  
 ★★★★★ - 55 ratings

Price: £15.99 (5% off)

FREE Returns - Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Size Name: A5

Material: Plastic  
 Colour: Clear  
 Assembly required: No  
 Mounting type: Freestanding  
 Item weight: 1.07 Pounds

**About this item**

- Double and sturdy Brochure Leaflet Holder - Made of 3mm thick top grade acrylic, with deluxe clear transparent allowing people to view your brochures from afar. Solid package ensures it unbreakable.
- Perfect for A5 Brochure Leaflet - The brochure holder is hand-made for placing A5 brochure leaflet booklet literature flyer catalog magazine.
- Starter Back Support - Starter Back Support on the back of flyer holder allows a smooth movement and more secure standing. It is self-standing, so you don't need anything else to set it securely on a desk.
- Safe Package - The most compact box we choose is made of hard and durable materials and has very good protection, which can effectively reduce the damage of goods during transportation.
- 100% GUARANTEE - HIMIEI guarantees 30 days money back and 1-year quality warranty. Twenty-four hours instant response by Amazon Message, online service.


See more product details

Roll over image to zoom in

THOMAS A4 Freestanding Literature Holder  
 £17.99

## A4 Poster Displays

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**OSIMIG Acrylic Sign Holder, A4 Display Stand Menu Holder, Great for Promotional Poster, Display Stand for Tables, Poster, Ideal for Ad Frames**

Visit the OSIMIG Store  
 ★★★★★ - 59 ratings

£25.99

FREE Returns - Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Size Name: A4-5Pack

A4T-5Pack	A4T-5Pack	A4T-5Pack	A4T-5Pack	A4T-5Pack
£25.99	£25.99	£22.99	£22.99	£18.99

Brand: OSIMIG  
 Size: A4T-5Pack  
 Colour: Yellow/black/grey  
 Material: Acrylic  
 Product dimensions: 29.7L x 21W centimetres

**About this item**

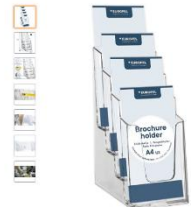
- Multiple Usage: 29.7\*21cm 5 packs of A4 acrylic sign stands for your use, can be used to display advertising, flyers, brochures, etc. Suitable for homes, offices, schools, restaurants, churches, hotels, trade shows, reception areas, weddings, etc.
- Easy To Use: Sturdy T shape, transparent base, just one step from the bottom of the sign stand to insert or exchange photos or documents, you can display your advertising brochures, posters or images, and also prevent dust, water and air enter the display from above.
- Clear Display: The A4 acrylic stand is made of high quality acrylic, the sign holder is very clear and convenient for you to insert your advertising and to gain your advertising on to your customers.
- Innovative: T-shaped double-sided transparent design, the base is 10 mm thick and 50 mm wide. The creative T-shaped and stable self-supporting design - the practical and T-shaped self-supporting basic design is adopted. The acrylic base is stable enough to present the content without any problems.
- Excellent Quality: High quality acrylic sign holder made of smooth, ultra clear, high strength, excellent and scratch resistant acrylic material, is strong enough to last for many years - light weight but shatterproof. Perfect display and protection of the content from scratches, stains and cracks.

See more product details

Roll over image to zoom in

## 4 Tier Leaflet Holder

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**EUROPEL 4-Tier Leaflet & Brochure Holder For 1/3 A4 Size Literature Clear Acrylic Construction Booklet, Flyer & Menu Display**

Brand: EUROPEL  
 ★★★★★ - 918 ratings

£15.29

FREE Returns - Available at a lower price from other sellers that may not offer free Prime delivery.

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Size Name: 1/3 A4

Style Name: 4-Tier

4-Tier Single

**4-TIER BROCHURE HOLDER:** Our 4-tiered brochure holder to display your brochures in a neat, eye catching manner, making it a great addition to your promotional efforts. 4-tiered design means you have more space to showcase your literature. Each tier holds up to 12mm.

**GIVE YOUR LITERATURE THE ATTENTION IT DESERVES:** This brochure display stand is made from transparent acrylic sheets. This means that your pamphlet gets the best visibility possible. The 1/3 A4 brochure holder showcases your brochures in an easy to view portrait orientation.

**DURABLE ACRYLIC CONSTRUCTION:** Crafted durable and recyclable polystyrene, EUROPEL 2 brochure holder can handle everyday heavy-duty use without breaking, losing form, or cracking. The robust construction of this magazine holder keeps it looking new for years to come.


**VERSATILE USES:** Not just for organising and displaying your brochures, this leaflet dispenser can also be used to organise your desk. Slot in your bills, memos, papers, mails and keep your office or study desk free of clutter. Inner size: 110 x 250 x 150 mm, outer dimensions: 115 x 255 x 155 mm.

**PLACE IT ANYWHERE:** Our brochure holder can be placed on your desk or mounted on the wall to save valuable desk space. This file magazine holder can hold any brochure, leaflet, or promotional material of 1/3 A4 size. Smooth edges and open design allows for easy access.

See more product details

Roll over image to zoom in

## Green Fabric Bunting



**10M/32.8ft Green White Fabric Bunting Banner Party Decorations Reusable Cotton Triangle Flag Pennant Garland for Wedding Birthday Baby Shower Spring Summer Home Outdoor Garden Hanging Festival Parties**

Visit the Pink Blume Store  
 ★★★★★ - 27 ratings

**£13.99**

FREE Returns -  
 Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Colour: Green White  
 Brand: Pink Blume  
 Occasion: Wedding, Baby Shower, Birthday  
 Material: Cotton  
 Product dimensions: 8.3L x 7.4W metres  
 Fabric Type: Cotton


**About this item**

- PACKAGE CONTENTS** - 1 pack fabric bunting banner garland in green, yellow green, light green and white colors, with 36pcs flags in 10M/32.8ft. Flag Size: 7.4m width x 8.3m height.
- MATERIAL** - Hand-made pennant bunting banner made of strong weatherproof 100% cotton, washable, durable and reusable for many times, soft and comfortable touch, long life to use.
- EASY USING** - The green party bunting banners are very easy to hang and decorate both indoor and outdoor, like home, wall, bedroom, dining room, ceiling, fireplace, window, garden, branches, fences, restaurants, bars and etc.
- ESSENTIAL PARTY SUPPLIES** - These green triangle flags banner are perfect for any kind of celebration, party, festival, events or other occasion. Like wedding, baby shower, family gatherings, outdoor activities, picnics, BBQ, carnivals, circus, tea party, summer picnic unicorn party, hen party, bridal shower, bachelorette party, birthday party, anniversary, christening, wedding, shower, christening, anniversary party, holiday party, graduation, valentine's day, mother's day, father's day, new year's eve, etc.
- 100% GUARANTEE** - Fast Amazon logistics and 100% refund service. If you are unsatisfied with our green and white fabric bunting banner triangle flags, you can have a 100% refund without any conditions. So love it or your money back!

Roll over image to zoom in

32ft Orange White Fabric Bunting Banner Party Decorations Triangle Flag Pennant Garland for Fall Autumn Wedding Birthday Party Thanksgiving Day...

## Yellow Fabric Bunting



**DOJockey 20M Yellow Fabric Bunting, Pennant Banner with 40pcs Large Flags Reusable Waterproof Bunting for Home, Garden, Outdoor, Birthday, Wedding Party Decoration**

Brand: DOJockey  
 ★★★★★ - 1 rating

**£8.99**

FREE Returns -  
 Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Colour: Yellow  
 Brand: DOJockey  
 Occasion: Wedding, Baby Shower, Birthday  
 Material: Polyester  
 Fabric Type: Polyester


**About this item**

- Package** - You will get 1pcs 20M/65.6ft yellow bunting with 40pcs triangle flags.
- Premium Quality** - The bunting are made of high quality polyester fabric, it's waterproof and reusable. Suitable for indoor and outdoor party decoration.
- Color** - The bunting flags are bright yellow, it's great for decorate home, garden, yard, outdoor, birthday, wedding party.
- Size** - Triangle flags are 30\*23cm/11.8\*9.1inch, it's large size. The vibrant color will be an eye-catcher in any occasion.
- Better Service** - Bunting are reusable and waterproof. The material are better than normal bunting. If you are not satisfied with it, we would like to full refund for you.

Roll over image to zoom in

32ft Hot Pink Green Bridal Circle Dots Garland Flamingo Party Decorations Hanging Fall Pink Bunting Streamer for Flamingo Summer Holiday...

## Tablecloth



**Kapwall 60 x 102Inch Rectangle Tablecloth Polyester Fabric White Table Cloth Cover for Wedding/Banquet/Restaurant/Party (152x260cm)**

Visit the Kapwall Store  
 ★★★★★ - 412 ratings  
 Amazon's Choice for "white fabric table cloth"

**Deal**  
 -20% **£11.19**  
 Was: £13.99 @

FREE Returns -  
 Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. Details

Size Name: **Tablecloth 60x102inch (152x260cm), 1pack**

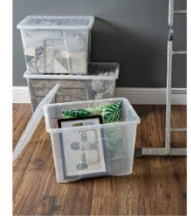
Tablecloth 60x84inch (152x213cm), 1pack £10.19	Tablecloth 60x102inch (152x260cm), 1pack £11.19
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Tablecloth 60x102inch (152x260cm), 6pack  
£52.59 (€8.76 / count)

Brand: Kapwall  
 Colour: White  
 Material: Polyester  
 Shape: Rectangular  
 Pattern: Solid

Roll over image to zoom in

## Plastic Storage Box



**80 Litre Crystal Clear Plastic Storage Box With Secure Clip on Lid / School , Office , Home / Stackable Organizing Box / Container / Large Box (Pack of 3)**

Visit the JMS we create smile Store  
 ★★★★★ - 22 ratings

**£33.19**

Size Name: **Pack of 3**

Pack of 1 £16.99	Pack of 3 £33.19	Pack of 5 £59.59	Pack of 10 £117.99
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Brand: JMS we create smile  
 Colour: Clear  
 Material: Plastic  
 Special feature: Stackable  
 Room type: Bedroom

**About this item**

- QUALITY** - Designed from high quality plastic with a clear base and a clear lid, these plastic storage boxes boast a versatile design and are suitable for added extra storage for all around the home, office and workplace.
- DURABLE** - Made from Strong 100 Per cent Polypropylene clear plastic which withstands on-going use and allows you to see contents without opening the container.
- PERFECT FOR EVERYDAY ORGANISING** - Our Storage boxes are designed to meet all the storage needs of any room in your house, they are ideal for toys, clothing, shoe organization, kitchen storage, bedroom, office, classroom, tools, craft supplies, Christmas decorations and much more.
- SECURE STACKING** - Lid construction ensures stability and allows plastic storage boxes to stack securely for

**£33.19**

FREE delivery **December 31 - January 4**. Details

Or fastest delivery **Friday, December 23**. Order within 4 hrs 4 mins. Details

**Arrives before Christmas**  
 Select delivery location

**In stock.**

Quantity: 1

Add to Basket

Buy now

Secure transaction

Dispatches from JMS Photos  
 Sold by JMS Photos

Return Policy: Returnable until Jan 31, 2025

Add to List

Have one to sell?  
 Sell on Amazon