



Hurstpierpoint & Sayers Common Parish Council
 Email: office@hurstpierpoint-pc.gov.uk
 Website: www.hurstpierpoint-pc.gov.uk
 Telephone: 01273 833264

Village Centre
 Trinity Road
 Hurstpierpoint
 West Sussex BN6 9UY

COMMUNITY EVENTS GRANT APPLICATION FORM (please ensure you are using the correct form)

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	Hurst Community Events
2.	Name, Address and Status of Contact within the organisation	Linda Wood
3.	Telephone number and Email Address	charlottegracecasuals@yahoo.com
4.	Is the organisation a Registered Charity? If yes, then please provide charity number	No
5.	Amount of Grant Requested	£1,000
6.	For what event is the grant requested? Which aspects of the event will the grant be covering? (For example: "first aid cover for the 7 hours of the event") Please be as detailed as possible about how exactly the funds you are requesting would be spent.	Santa's Sunday This event will benefit the entire community, (old, young and the not so well off), we aim to have free entertainment for all people of the village and surrounding areas to enjoy. Festive fun for everyone. There will be entertainment up and down the high street including musicians, snow machines, balloon maker, Rock Choir, Brass Band, facepainting. Small gifts for the children who visit Santa £200. Public insurance for the day £419.00 Gazebo to protect the musicians (this will be an investment as we will be able to use it again next year) £309.99. Cost to hire gazebos is approximately £120 each. We have one gazebo which we are happy to lend to St Lawrence Fair and Hurst Festival, we would like to buy another gazebo this year and hire one more, with the aim to buying another gazebo next year to minimize our ongoing costs. Forewarning signs : to advise motorists that the road will be closed on 7th December (we currently have 8 which we have reused for the last three years but a couple of them are split so we would like 3 more), we need at least 8. Three signs from Lemonade Print £61.20.

		Gazebo £309.99 Insurance £419.00 Small Gifts for Children £200 Three signs £61.20 Total asked for:- £990.19
7.	What will be the total cost of the event?	Total cost of project will be in the region of £5,000.
8.	If the total cost of the event is more than the grant, how will the residue be financed?	We will ask for sponsorship / donations / grants from local businesses. We will hold a tombola on the day of the event to raise funds for the following year. (Last years tombola raised over £500). We also ask the shops to sponsor an elf for their windows, the children then need to spot them in the windows of the local businesses, this raised £360.
9.	What are the plans for any surplus funds generated by the event (i.e. would these be put forward to a future event)	Any surplus funds will be put forward to next year's event.
10.	Have you applied for a grant for the same event to another organisation? If so, which organisation and how much?	Not yet but we will apply to the charity shop.
11.	Who will benefit from the event?	The whole community from children who will come to visit Santa, their parents and grandparents.
12.	Approximately how many/what percentage of those who will benefit are parishioners?	This is an event for Hurstpierpoint and surrounding villages. We expect the majority of people will come from the village and surrounding villages.
13.	Have financial details been enclosed with the grant application?	Yes
14.	Please list any other supporting documents that have been included.	Insurance renewal quote. Gazebo quote. https://www.allseasonsgazebos.com/3x3m-pop-up-gazebo-with-wheeled-bag-4-leg-weights-rope-and-pegs-4-superior-heavyweight-side-walls-sup/prd

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed. Linda Wood Date 11th March 2025

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.

3x3m Pop Up Gazebo With Wheeled Bag, 4 Leg Weights, Rope and Pegs + 4 Superior / Heavyweight Side Walls (SUP)

was £309.99

It seems everyone calls their gazebos "heavy duty" and a lot look similar in the pictures, so how can you tell a real heavy duty gazebo? This really is a heavy duty gazebo and it shows if you look at the close up pictures of our frame and roof you can see how much better this is than most (a lot of budget gazebos won't show you close ups) this gazebo is built to last. It even has a 1 year frame parts warranty included.

- 3x3m Superior Pop up Gazebo with heavyweight side walls. Comes with Wheeled Carry bag, Tent pegs for the legs, rope to hold the gazebo down and 4 leg weight bags.
- This is our highest quality Gazebo
- Available in multiple colours
- Gazebos from All seasons Gazebos are 100% waterproof.

Any questions or want guidance on the gazebo to suit your needs? Our UK based customer service is here to help.

All Seasons Gazebo's

<https://www.allseasonsgazebos.com/3x3m-pop-up-gazebo-with-wheeled-bag-4-leg-weights-rope-and-pegs-4-superior-heavyweight-side-walls-sup/prd>

Quote Ref: **QEV50002163**

Quote Date: **17/02/2025**

Quote Expiry: **24/02/2025**

One Off Insurance

Quotation

FAO: Linda Wood

Address of Insured:

40 High Street
Hurstpierpoint
Hassocks
West Sussex
BN6 9RG
England



Event Insurance Services Ltd
20A Headlands Business Park
Ringwood
Hampshire
BH24 3PB

www.events-insurance.co.uk

Name of Insured	Hurst Community Events
Contact Name	Linda Wood
Insured Address	40 High Street, Hurstpierpoint, Hassocks, West Sussex, BN6 9RG, England
Insurance Date: (dates of cover)	07/12/2025
Type of Cover	One Off Insurance
Event Type:	Fun Day or Fete (All types)
Event Name:	Santa Sunday
Event Venue:	High Street
Attendees per event	UP TO 1,000 ATTENDANCE PER EVENT

SECTION	COVER	SINGLE ITEM LIMIT	EXCESS	PREMIUM
Section 1: Public Liability	£10,000,000		£250.00	£358.00
Section 2: Employers Liability	£5,000,000		£0.00	£61.00
			Gross Premium	£419.00
			Net Premium	£374.11
			I.P.T. @ 12%	£44.89
			Total	£419.00

Endorsements and special conditions

Assumptions

We have had to assume answers to a handful of questions and/or your declaration on the statement of fact as these were missing from the application form. If any of these responses are incorrect please get in touch with us. If you do not contact us to amend these we will assume that all answers are correct and acceptable.

Subjectivities

01425 470 360 | info@events-insurance.co.uk | www.events-insurance.co.uk

Event Insurance Services Ltd, 20A Headlands Business Park, Ringwood, Hampshire, BH24 3PB

Event Insurance Service is a limited company registered in England and Wales. Registered number: 3238686. Event Insurance Services Limited are authorised and regulated by the Financial Conduct Authority
Ref No. 309998. IS000061 01/18

INVOICE



Invoice to:
Charlotte Grace Casuals

Date: 14 Oct 2024
Invoice Number: 36856
Reference: Linda 04.10.24

Description	Quantity	Unit Price	VAT	Amount
Product: 4mm Correx Board Print: One Side Size: A1 (594 x 841mm) Lamination: None Finishing: Cut to size Quantity: 3 (1 kind, 3 of)	3.00	17.00	20%	51.00
Artwork File: Road closure A1 PRINT.pdf				
Printed products to be collected from our offices in Burgess Hill				
Required by: no date given Lead time will be 3 working days				

Subtotal	£51.00
VAT 20%	10.20
Invoice Total	£61.20
Invoice Due Date: 14 Oct 2024	

We accept payments by Debit/Credit Cards or via Bank transfer.

Note: For security standards compliance please do not email your card details please call 01444 239000 or pay online using the link provided.

Bank: **Account Number:** 81586742 **Sort Code:** 40-15-16

All queries regarding this invoice must be notified in writing within 14 days.

Lemonade Print Group's current Terms & Conditions apply to all sales. They are available to view at: lemonadeprint.com

Edward House, Marchants Way,
Sheddingdean Business Park, Burgess Hill, West Sussex, RH15 8QY

t. 01444 239000
e. sales@lemonadeprint.com
w. lemonadeprint.com

Lemonade Print Group Ltd. Registered in England. Company No 11535792. VAT Reg. GB 304 3691 23

All goods will remain the property of Lemonade Print Group Ltd until settlement is made in full.