



Criteria for applicants for Melksham Christmas Light Switch on

Preferred location: That Meeting Place located at Melksham Market Place

Preferred Set Up Date: 5th December 2025

Grotto to operated: 6th December 2025 between 2pm - 5:30pm with the selected community group to devise the number of times slots with a maximum of 25 children at any one time.

1. The organisation must be based in the operational area of Melksham Town Council or can demonstrate in numbers not percentages the number of individuals in the operational area of Melksham Town Council they support if the organisation is located outside the town.
2. The organisation must be one of the following types:
 - Constituted Group - Have a written governing document (e.g., a constitution, memorandum, articles of association, set of rules or trust deed).
 - Registered Charity
 - Community Interest Company
3. Applications would not be considered from profit making companies or political organisations.
4. Have its own bank/building society current account in the name of the organisation, with two unrelated signatories. From which all transactions for the grotto will be processed.
5. Be willing to provide a breakdown of income and expenditure for the grotto to Melksham Town Council following the event.
6. Have the means to provide advance ticket sales for the grotto independently from Melksham Town Council.

7. Have at least three members on its management committee/board. Of which 2 of whom are not related.
8. Have an adopted Safeguarding Policy if working with children and young people and/or vulnerable adults.
9. Have an adopted Equal Opportunities Policy or Statement.
10. Ensure all volunteers working directly with children and young people attending the grotto have an enhanced DBS.
11. Ensure that ticket prices for the grotto include the cost of the gift, wrapping and should it be required the cost of rental fees for the grotto's venue.
12. Ticket prices for the grotto would not exceed £5 per child and includes entry for one adult.
13. Agree to a 25% minimum of any income made after expenditure is donated to the mayor's chosen charity.
14. Provide all volunteers for decorating, running and packing down the grotto.
15. Ensure all marketing includes the logo of Melksham Town Council and the Melksham Christmas Lights Group
16. Your organisation may seek sponsorship of the grotto, but any business would need the approval of both Melksham Town Council and Melksham Christmas Lights Group.
17. Your organisation must provide its own risk assessment and copy of public liability insurance for the grotto to the town council no later than 1 month prior to the event.

Applications of interest directed to communitydevelopment@melksham-tc.gov.uk