



Good Afternoon Witney Town Clerk,

I trust that this email finds you well and enjoying the sunshine!

I am emailing on behalf of Got2B regarding the activities we are planning for young people aged 13 - 17 in each of the three towns over the school Summer Holidays.

I want to check with each of you to see if we require an Events License for any of these activities, and to enquire about possible toilet arrangements for our staff in attendance.

On each of the listed activity days we plan to erect a 4m x 4m gazebo and bring picnic mats & inflatable chairs for young people to make use of.

Please find below a break-down of planned activities for each location - along with any requests we have.

Witney

Thursday 4th July: **Burwell Recreation Ground** (at the rear of Burwell Hall, beyond the play equipment)

'My Town' Art Project, where young people are invited to help make a 'BIG PICTURE' collage, enter a Phone Photography Competition, contribute to a Picture Map of the town and a 'Teen Guide' for other teens visiting Witney.

We hope to set-up our 4m x 4m gazebo - weather permitting - between

13:00 - 18:00.

We are hoping that you will be able to provide us with a key for Burwell Hall - or grant access if the hall is in use - for just our staff members (all DBS checked) to access the toilets in the building?

Also, in the event of adverse weather conditions - might we be able to use the hall itself to stage our activities? Can you please let me know if you have any bookings for this date?

Thursday 18th Aug: **Madley Park** (on the grass area outside Madley Park Hall)
'Get Knotted' - activities around rope, string, wool & thread, including;
loom bands, friendship bracelets,
paracord keyrings and bracelets, macrame, nail & string art, weaving,
crochet, knitting, embroidery and tug-of-war!
We hope to set-up our 4m x 4m gazebo - weather permitting -
between 13:00 - 18:00.

We are hoping that you will be able to provide us with a key for Madley Hall - or grant access if the hall is in use - for just our staff members (all DBS checked) to access the toilets in the building? Also, in the event of adverse weather conditions - might we be able to use the hall itself to stage our activities? Can you please let me know if you have any bookings for this date?

Thursday 1st Sept: **The Leys** (on the side opposite The Coffee Shed)
'Making Music' - An acoustic performance from the Got2B band
'Screams of Youth' and the 'Got2B Singing
Group, Making Musical Instruments out of recycled materials for a
Junk Orchestra - we will then play and sing together.
We hope to set-up our 4m x 4m gazebo - weather permitting -
between 13:00 - 18:00.

Also, in the event of adverse weather conditions - might we be able to use The Corn Exchange itself to stage our activities? Can you please let me know if you have any bookings for this date?

I look forward to hearing back from you shortly.

Natasha Harris

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@got2bcic



@got2b-youthwork

