



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Bull Lane, Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880 email: [admin@rayleightowncouncil.gov.uk](mailto:admin@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT Number: 830 7558 23**

11<sup>th</sup> September 2025

Dear Sir or Madam,

## Rayleigh's Christmas Illuminations

The Christmas lights switch on event will be taking place on **Thursday 27<sup>th</sup> November 2024 at 6.30pm.** There will be similar attractions to previous years including School Choirs, Mushroom Theatre Company, Joe Palmer, Father Christmas and sleigh, Children's Fun Fair Rides and a variety of stalls.

The Town Council is sure you are aware of the widespread attention that this event brings to the town which benefits the local business immensely. We do hope many of the shops will stay open late and join us in celebrating the festivities.

The Town Council strives to obtain sponsorship for this event and any sponsorship obtained is greatly appreciated as this goes towards the cost of the lights.

- Each sponsor's name will be displayed in our newsletter and on a large banner which will be located close to the stage during the event.
- This banner will then be displayed on the balcony at the Town Council's office overlooking the King George V Playing Field over the Christmas period.

Your logo will be included in the above-mentioned banner and newsletter providing that you send a high-resolution logo to [admin@rayleightowncouncil.gov.uk](mailto:admin@rayleightowncouncil.gov.uk). If you have been kind enough to have already sponsored us in the past and wish to do so again, there will be no need to resend this, unless you have made any changes.

Should you wish to pay by bank transfer instead of cheque please email the above address for the details.  
*The Town Council does not accept cash.*

To ensure that your logo is included on the banner and newsletter then all submissions along with payment must be received by **Monday 10<sup>th</sup> November 2025**

Please do not hesitate to contact me if you wish to discuss any of these arrangements. We would be most grateful to receive your donation by completion and return of the attached your support.

Thank you for your support.

Yours faithfully,

Mrs Karen Hardy  
Deputy Town Clerk

**SPONSORSHIP OF RAYLEIGH’S CHRISTMAS LIGHTS**

Name of Business/Organisation .....

Address.....

I/We wish to contribute the following sum (please circle the amount in bold) of or add your own amount towards Rayleigh’s Christmas Illuminations.

Where possible please make your donation by bank transfer, bank account details will be sent on receipt of this form in order to make payment.

Please email the completed form and your high-resolution logo to [admin@rayleightowncouncil.gov.uk](mailto:admin@rayleightowncouncil.gov.uk) for inclusion on the banner.

Please circle the amount you wish to sponsor or state amount.

**£30                      £60.00                      £90.00                      £120.00                      £240.00**

Or an amount of your choosing £.....

An invoice will be issued on receipt

**PAYMENT MUST BE RECEIVED BY 10<sup>th</sup> November 2025 FOR YOUR LOGO TO BE INCLUDED ON THE BANNER.**

Rayleigh Town Council thanks you for your support in sponsoring the Christmas Lights 2025