

# Rowney Green Peace Memorial Hall

## “Lights Up” Organiser Terms of Reference

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### 1. Purpose

The Lights Up organiser is in place to oversee and ensure the management, safety and family focussed nature of the annual event.

The organiser will coordinate volunteers to fulfil the variety of roles and functions required to deliver a safe, child-focussed Christmas event.

### 2. Scope of Responsibilities

The organiser is responsible for:

- The timely booking and reservation of the Rowney Green Peace Memorial Hall, to include all areas and car park. Booking needs to include: on the weekend of the event, the Saturday for tree erection and hall decorating, and the Sunday afternoon (from 1pm to 8pm). The Sunday closest to the 6<sup>th</sup> January 2pm – 4pm to take down Christmas decorations.
- Advertising the event to Rowney Green Village residents via the use of village noticeboards and village social media / communications networks available.
- Co-ordinating preparations for the event ahead of time where necessary, including but not limited to: sourcing a suitable tree for outside the Hall, organising supplies, advertising for donations for tombola/produce stalls, confirming volunteers for key roles.
- Lights Up-specific risk assessments including but not limited to: volunteers working at height, volunteers – especially children - travelling on the sleigh, crowd management along the sleigh route and entry into the hall, Martyn’s Law. Risks already covered by the RGVH Trustees’ assessments do not need to be repeated.
- Identifying and approaching a Mystery Special Guest.
- Ensuring that the activities associated with the Lights Up event are legal, comply with the RGVH conditions of hire and remain child and family focussed throughout.

### 3. Reporting

- The organiser will liaise with the member of the RGVH Trustees allocated to support the event who will update the Trustee committee.

### 4. Authority & Resources

- The organiser has the authority to purchase consumables, replacement items and new additions for Lights Up where necessary and set prices for stalls etc following discussion with the Trustee treasurer.
- The organiser has the authority to alter or, if necessary, cancel the event on the day on the grounds of safety, including but not limited to: flooding, power cut, unsafe road conditions.

### 5. Review and Amendment

- These Terms of Reference will be reviewed every 3 years or as needed to ensure they remain fit for purpose
- Amendments to these Terms of Reference must be approved by the Trustees.

## 6. Dissolution

- The organiser may be removed by the Trustees if deemed no longer necessary or effective.

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