Christmas Lights Switch-On 2026

Sunday 22 November 2026, 12:00–17:00, High Street and Market Place. Switch-on at 16:30.

1. Confirmed and agreed

Item	Status
Road closure	Road closure notice issued by RCC Highways (TTRO-26-247): High Street and Market Place, 22 November. Diversion via Church Street, Station Road and Burley Road.
RCC event forms	Submitted to RCC on 28 October and passed to its Safety Advisory Group. Sign-off expected in about a week.
Fire & Rescue	Leicestershire Fire & Rescue notified and sent the Event Management Plan and Risk Assessment.
Event Manager	Cllr Sally-Anne Wadsworth.
Christmas tree	20ft real tree donated by C S Ellis. Put up on Saturday 14 November by Rutland Landscapes, who will also take it down and dispose of it.
Tree lights	Blachere will supply 12 sets of lights for the tree and three light-up presents, at no extra cost.
Mill Street lights	The Christmas Decorators: ice white icicle lights, £2,000 + VAT, installed on Friday 20 November.
Attractions	Dan Cavner: free rides, sideshows and a mulled wine & cider stall (TEN applied for), plus two staffed inflatables for £1,500. Safety documents received.
First aid	Steve Tummon (paramedic) and one responder, also running the lost child point. £150 donation to his charity.
Santa's sledge	Rutland Lions.
Traders	Applications received from The Stick Waffle Co and Bonds Catering.
Volunteer stewards	Appeal published on Facebook. Draft Volunteer Policy submitted for council approval.

2. To be confirmed

Item	Outstanding
Town lights	Blachere has not yet confirmed its installation dates or when it will decorate the tree.
Inflatables invoice	Payment of Dan Cavner's £1,500 invoice to be confirmed.
Sound / PA	Rutland & Stamford Sound expected at £150; written confirmation awaited.
Hot drink vouchers	£4 per voucher agreed with Espresso Express. Vouchers to be produced by Dalia.
Emergency contact	A new on-the-day emergency contact is needed for the RCC forms, replacing Cllr Brookes.
Santa's gifts	About 150 chocolate selection packs. Tesco and Lidl asked about a donation. Will order elsewhere is needed. Circa £1.25 each.
Switch-on	Who will switch on the lights is not yet decided. Leicester Tigers asked about their mascot; no reply yet.

3. Decisions required

Decision	Details
Traffic management	Sign Amber Event Traffic Management's quotation (£1,650) so the traffic plans can start, and pay by 8 November.

Decision	Details
Mill Street	Lights £2,000 + VAT, balance is due on installation on 20 November.
Stage	Quote of £750 for a stage only. No performers are booked yet. An answer is needed quickly to hold the price and date. Probably not need as no performers.
Stilt walker	Elevate Entertainment: £280 for 3 × 30-minute sets. Two other quotes requested, only one received at £700 so go with £280.

4. Event budget

Event budget: £6,000. Mill Street lights are not included below.

Item	Cost	Status
Traffic management (Amber)	£1,650	To be signed
Inflatables (Dan Cavner)	£1,500	Agreed
Sound (Rutland & Stamford Sound)	£150	Expected
First aid donation	£150	Approved
RCC processing fee	£40	Invoice requested
Subtotal	£3,490	
Stage	£750	Decision needed
Stilt walker	£280	
Hot drink vouchers (100 × £4)	up to £400	Rate agreed
Chocolate packs (if not donated)	up to £225	
Total to date	up to £5,145	

The cost of putting up and taking down the tree (Rutland Landscapes) is not yet included.