Highcliffe & Walkford Parish Council,
The Old School,
254 Lymington Road,
Highcliffe,
Dorset,
BH23 5ET

Stir Events,
6 Elderflower Close,
Christchurch,
Dorset,
BH23 4FS

Monday 23rd June 2025

Dear Mandy,
**Re: Award of £10,000 for Clifftop Music Festival**

We are pleased to confirm that a grant of £10,000 has been awarded to Stir Events to support the September 2025 Clifftop Music Festival. This funding is granted subject to the following conditions and documentation provisions:

1. Event Documentation:
    - Certification of Public Liability Insurance covering the event.
    - An approved Event Management Plan.
    - A comprehensive Risk Assessment specific to the festival.
2. Post-Event Reporting:
    - A detailed post-event summary report is to be submitted to the Council. This report should outline the event outcomes, a full account of expenditure and all income, in each case broken down by category and amount, and any other relevant details requested.
    - In the event that the festival generates a profit, any funds remaining after expenses must be returned to the Council.

We trust that these measures will ensure the successful and responsible delivery of the Clifftop Music Festival and maintain transparency around the Council's funding.
Please do not hesitate to contact us should you require any clarification regarding these conditions.
We look forward to the success of your event.

Yours sincerely,

Nicki France,
Acting Clerk & Proper Officer

Signed for and on behalf of Highcliffe Walkford Parish Council

…… **Print Name**:…….

Signed for and on behalf of Stir Events

…… **Print Name:** ……