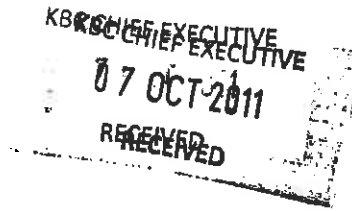


30th September 2011



Dear Chief Executive, Town or Parish Clerk,

### THE QUEEN'S DIAMOND JUBILEE BEACONS - THE GUIDE TO TAKING PART

In celebration of Her Majesty The Queen's Diamond Jubilee next year, it is planned to light 2,012 Beacons throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and the Commonwealth on Monday 4th June 2012. With this in mind, I have pleasure in enclosing a copy of the official 'Guide To Taking Part' with the view to encouraging your Council to get involved in this unique milestone in The Queen's life and in her reign too.

This Guide is also available for download by going to [www.diamondjubileebeacons.co.uk](http://www.diamondjubileebeacons.co.uk)

The Queen's Diamond Jubilee Beacons is part of the main programme of events over the central Jubilee weekend in June 2012 announced by Buckingham Palace in June this year. The Beacons will be lit between the hours of 10pm and 10:30pm on Monday 4th June 2012, with exact lighting times being sent to participants nearer the date. Her Majesty The Queen will be lighting the National Beacon in London at around 10:30pm that night.

Just as was done in 2002 for The Queen's Golden Jubilee, at the end of the event, a special Diamond Jubilee commemorative book will be given to The Queen containing a list of all the Beacon locations, along with the organisations involved. The previous commemorative book now resides within The Royal Library at Windsor Castle.

As you will see from pages 4 and 5, there are two types of Beacons being used for this occasion. The traditional Bonfire Beacon and the Church Tower Beacon fuelled by two small bottles of propane gas. The Bonfire Beacon is ideal for locations used for previous Beacon lighting events, along with those used for Bonfire nights etc.

The Church Tower Beacon is ideal for Church Towers, Castle Battlements, Historic Houses and buildings with flat roofs. Locations to date for this type of Beacon are, HM Tower of London, Hillsbrough Castle, Lambeth Palace, Palace of Holyroodhouse, Windsor Castle, Killyleagh Castle, St. James's Palace and Bishopthorpe Palace. This Beacon is safe to use and looks most dramatic when lit. Once used, it can be taken down and stored for further occasions giving long term value to any purchase made.

This Beacon can be linked to a celebration event in a town or village hall so is ideal for the thousands of churches, town, parish and community councils throughout the nation, providing them with a simple, but cost effective event. To ensure delivery of this Beacon by the 25th May 2012, orders for purchase should be placed direct with Bullfinch Gas Equipment by no later than 12th March 2012.

Those taking part can use the event to raise money for a local or national charity, or you can simply have your Beacon event within a party for family and friends.

#### Insurance Considerations

It is important to have suitable insurance for Beacon events. To help you obtain the appropriate cover and risk management advice, we are working with Unity Insurance Services, a specialist insurance broker in the voluntary and non-profit sector. They have developed a range of bespoke insurance covers specifically for the Beacon events, underwritten by Ecclesiastical Insurance. Further information together with Unity's contact details can be found on page 6.

To ensure your Beacon location is listed as one of the 2,012 being lit on Monday 4th June 2012, we would be grateful if you would complete and return the enclosed Beacon Registration Form by no later than 30th APRIL 2012, or register on line at [www.diamondjubileebeacons.co.uk](http://www.diamondjubileebeacons.co.uk)

If for any reason your Council is unable to take part, please pass the 'Guide To Taking Part', along with this letter to another organisation within your area to ensure others are given the opportunity to participate in this 'once in a life time' event.

Yours sincerely,

*Bruno Peek*

Bruno Peek OBE MVO OPR  
Pageantmaster  
The Queen's Diamond Jubilee Beacons

**Bruno Peek MVO, OBE, OPR - Pageantmaster, The Queen's Diamond Jubilee Beacons**

phone - 07737 262 913  
email - [bruno@diamondjubileebeacons.co.uk](mailto:bruno@diamondjubileebeacons.co.uk)  
web - [www.diamondjubileebeacons.co.uk](http://www.diamondjubileebeacons.co.uk)



# The Queen's Diamond Jubilee Beacons

## 4th June 2012

### Registration Form

Please complete this form in block capitals and return it to us no later than 30th April 2012 to ensure we register your beacon as one of the 2,012 being lit on Monday 4th June 2012 to celebrate The Queen's Diamond Jubilee. Don't forget you can also register your beacon online at [www.diamondjubileebeacons.co.uk](http://www.diamondjubileebeacons.co.uk)

Name of Co-ordinator: .....

Name of Organisation:.....

Postal Address:.....

County: ..... Postcode: .....

Telephone Number: .....

Email Address:.....

Mobile Telephone Number: .....

Beacon location/s:.....

County: ..... Postcode: .....

Please tick this box if you do NOT want publicity for your event/s

Please return this form no later than 30th April 2012 to:

Bruno Peek OBE MVO OPR, Pageantmaster,  
The Queen's Diamond Jubilee Beacons,  
62 Suffield Road, Gorleston-on-Sea, Great Yarmouth,  
Norfolk NR31 7AL

or email the above details to:  
[bruno@diamondjubileebeacons.co.uk](mailto:bruno@diamondjubileebeacons.co.uk)



**Specialist insurance for  
The Queen's Diamond Jubilee Beacon  
and any Associated Events**



Ensure you have suitable cover for your Diamond Jubilee celebrations with Unity's range of straightforward, affordable policies specifically created for the Beacon events, underwritten by Ecclesiastical Insurance.



To find out more and get a quote visit:

**[www.unityinsuranceservices.co.uk/jubilee](http://www.unityinsuranceservices.co.uk/jubilee)**

or call Unity on **0845 0945 702**

Both Unity Insurance Services and Ecclesiastical Insurance Office plc (EIO) are authorised and regulated by the Financial Services Authority, FRN 312976 and 113848.

Unity Insurance Services offers a range of bespoke insurance products, specifically developed for The Queen's Diamond Jubilee Beacon and any associated events, in collaboration with charity specialist Ecclesiastical Insurance.



These specialist products have been created to help ensure communities will be covered for a number of different events and activities ranging from local community street parties to lighting an official Diamond Jubilee Beacon.

**Packages & Options for cover\* available are:**

<b>Package</b>	<b>Public Liability cover and All Risks cover for your event</b> <b>Public Liability</b> cover protects your legal liability for any injury to the public or damage to their property occurring during the period of insurance. This includes liability arising from the sale of or supply of goods at the event. <b>All Risks</b> covers any loss or damage within the UK to property you own or are responsible for, e.g. hired in equipment.
<b>Optional Additional Covers</b>	Allows you to build your own cover, specific to your event on top of the basic package and includes the following covers. <b>Additional All Risks</b> <b>Cancellation cover</b> operates to ensure you are covered for specific expenses and irrecoverable charges incurred due to the inability to proceed with the event as a result of circumstances beyond your control. <b>Loss of Money</b> covers you in the event money is lost or stolen and subject to a variety of limits depending on the circumstances of the theft or misappropriation. It is a cover particularly appropriate during any fundraising activity. <b>Employers' Liability</b> protects your legal liability for injury to employees and volunteers caused as part of the event during the period of insurance.

\*Refer to the Policy Summary and Policy Wording for full details of cover, exclusions and general conditions.

Both Unity and Ecclesiastical are owned by charities and donate all their available profits back to charity.