



# Christmas Tree Festival 2017



## St. Andrew's Church Corbridge

We will be holding our popular Christmas Tree Festival between **Friday 1<sup>st</sup> December and Monday 4<sup>th</sup> December 2017.**

We hope to fill the Church with lots of decorated Christmas trees displayed by groups, businesses, or schools from the parish. We are keen to welcome as many people to see the displays as possible so this year, as last year, the Festival will be open on the Friday but finish on the Monday after the late night shopping. We will not be charging for admission to the Festival but will be asking visitors for **donations.**

If you, either as a group, business, or school would like to display a Christmas tree at the Festival the following information will help you:

1. It was agreed at the Trader's meeting that Traders would pay a minimum charge of £10.00 and charities/ groups / organisations £5.00 for displaying a tree at the Festival.
2. You may use a real or artificial tree – we suggest no taller than 125 cms. Each exhibitor may use any theme to decorate their tree. You may wish to advertise or promote yourself by putting publicity material round the tree. The area allocated to each tree will be 75cms square so the base should not exceed this. **Please tell us in advance** if you are bringing a pop up banner so that we can allocate your space accordingly.
3. Lights ( battery or mains operated) may be used on your tree. We ask that flashing or musical lights are not used and that all lights conform to British Safety Standards.
4. The trees should be set up either on:  
Wednesday 29<sup>th</sup> November                      between 6.00 pm and 8.30 pm  
Thursday 30<sup>th</sup> November                        between 9.15 am and 4.00pm.  
The church will then close until the evening preview.  
Trees should be removed on Tuesday 5<sup>th</sup> December between 9.15.am and 12 noon
5. Your space must be booked in advance - please complete the enclosed form and return with fee ( cheques to be made payable to St. Andrew's Church ) to : Linda E Hunter, Llanberis, Aydon Way, Corbridge. NE45 5EE **as soon as possible please, but certainly by 1<sup>st</sup> November. Early application guarantees a space!**
6. The trees will be judged on the morning of **Saturday 2nd December.**
7. Enclosed with this letter is your invitation to the Festival Preview on **Thursday 30<sup>th</sup> November at 7.30pm.**
8. We are also asking whether you might like to be involved in the stewarding of the Festival – as we need to have someone on duty whilst the doors are open. An explanation and form are attached. Once you have registered an interest, further details will be sent to you. If however, you have any questions, please do not hesitate to contact:



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A wonderful opportunity to be creative and publicise your group, business or school.

Please complete and return by **1<sup>st</sup> November 2017.**

Name of organisation/ group/ business/school \_\_\_\_\_

## Contact details.

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. Number \_\_\_\_\_

Email address \_\_\_\_\_

I enclose the entrance fee of at least £10.00 / £5.00 [ ]

I would like an electric socket for lights. [ ]

Probable height of tree \_\_\_\_\_



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## STEWARDING

This would involve volunteering for a time to be in church. It will include some of the following: manning the door, answering queries or assisting with refreshments.

### Contact details of volunteers for stewarding

Name \_\_\_\_\_ Contact details \_\_\_\_\_

Name \_\_\_\_\_ Contact details \_\_\_\_\_

Name \_\_\_\_\_ Contact details \_\_\_\_\_

Name \_\_\_\_\_ Contact details \_\_\_\_\_

### Time available:

Day	Morning	Afternoon	
Friday			
Saturday			
Sunday	From 11.00am		
Monday		Afternoon	Evening

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You are invited to the

## **FESTIVAL PREVIEW AND SWITCH ON OF LIGHTS**

on **THURSDAY 30<sup>th</sup> November** from 6.45pm to 8.00pm when we will switch on the lights at approx 6.50pm

Wine and nibbles will be served

In order to assist catering please indicate on the slip below how many will be attending.

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### **Christmas Tree Festival Preview Evening and Lights Switch On**

Name \_\_\_\_\_

Organisation/ Group/ Business / School \_\_\_\_\_

Contact number \_\_\_\_\_

Number of people attending \_\_\_\_\_

Please return to : L E Hunter , Llanberis, Aydon Way, Corbridge. NE45 5EE

[lehunter@btinternet.com](mailto:lehunter@btinternet.com)