



Christmas Tree Festival 2018



St. Andrew's Church Corbridge

We will be holding our popular Christmas Tree Festival between **Friday 30th November and Monday 3rd December 2018.**

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. We will be open from **FRIDAY 30th November and close after the Corbridge Christmas shopping evening on MONDAY 3rd December.** 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. Traders 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, be innovative, be imaginative ! 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. (as space can be limited) **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 28th November between 6.00 pm and 8.30 pm
Thursday 29th November between 9.15 am and 4.00pm.
The church will then close until the evening preview.
Trees should be removed on Tuesday 4th 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 Corbridge PCC) to : Christmas Tree Festival Team, Llanberis, Aydon Way, Corbridge. NE45 5EE **as soon as possible please, but certainly by 1st November. Early application guarantees a space!**
6. The trees will be judged on the morning of **Saturday 1st December.**
7. Enclosed with this letter is your invitation to the Festival Preview on **Thursday 29th 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:



Christmas Tree Festival 2018

St. Andrew's Church Corbridge



Friday 30th November and Monday 3rd December 2018.

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

Please complete and return by **1st November 2018.**

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 _____

I agree to this information being kept on the Christmas Tree Festival data base []



Christmas Tree Festival 2018



St. Andrew's Church Corbridge

Friday 30th November and Monday 3rd December 2018.

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

Christmas Tree Festival 2018

St. Andrew's Church, Corbridge



You are invited to the

FESTIVAL PREVIEW AND SWITCH ON OF LIGHTS

on **THURSDAY 29th November** from 7.30pm – 8.30pm when **Mari Hannah** will switch on the lights at approx. 7.45pm

Wine and nibbles will be served

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

Christmas Tree Festival Preview Evening and Lights Switch On

Name _____

Organisation/ Group/ Business / School _____

Contact number _____

Number of people attending _____

Please return to : Christmas Tree Festival Team, Llanberis, Aydon Way,
Corbridge. NE45 5EE

lehunter@btinternet.com