



**St. Andrew's Church, Corbridge.**

**Tree Festival Information Booklet 2023**

The festival will take place between Friday 1st and  
Tuesday 5<sup>th</sup> December (inclusive).

**Opening Times**

Friday	1 <sup>st</sup> December	9.30am to 6.30pm
Saturday	2 <sup>nd</sup> December	9.30am to 6.30pm
Sunday	3 <sup>rd</sup> December	11.30am to 5.00pm
Monday	4 <sup>th</sup> December	9.30am to 8.00pm
Tuesday	5 <sup>th</sup> December	9.30am to 5.00pm

Refreshments will be served between  
10.00am and 4.00pm.

Once again we would like to fill the church with lots of decorated trees displayed by groups, organisations, businesses and schools from the parish.

If you, either as a group, business, school, youth organisation or family would like to display a Christmas Tree at the Festival the following information will help you.

**BOOKING:** Your space must be booked in advance – please complete the enclosed form and return to: Christmas Tree Festival Team, Llanberis, Aydon Way, Corbridge. NE45 5EE with fee as detailed on the form. Cheques to be made payable to PCC of Corbridge. If you wish to make a bank transfer please let us know and we will let you have the required details.

**Please return forms as soon as possible but definitely by 19<sup>th</sup> November. Early application guarantees a space!**

**COST:** Traders pay a minimum charge of £10.00 and everyone else a minimum fee of £5.00 to display a tree at the Festival.

We will not be charging admission to the Festival but will be asking visitors for **donations**.

### **SETTING UP OF THE TREES**

Tuesday	28 <sup>th</sup>	November	2.00pm - 4.00pm 5.00pm - 7.00pm
Wednesday	29 <sup>th</sup>	November	1.00pm - 6.00pm
Thursday	30 <sup>th</sup>	November	9.30am to 2.00pm

The church will then close until the evening preview.

## **PREVIEW EVENING: 6.30pm Thursday 30<sup>th</sup> November**

Enclosed with this pack is your invitation.

**DECORATING THE TREE:** 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 **BUT** the overall effect must be identifiable as a **TREE**. You may wish to advertise or promote yourself by putting publicity material round the tree. The area allocated to each tree will be approx.. 75 cms square so the base should not exceed this. ( as space can be limited) No pop up banners will be allowed as they take up too much space and detract from the overall appearance to the displays.

**NAME LABELS:** We will provide name labels for your tree, using the names registered in the registration sheet.

**LIGHTS:** Mains operated lights should be used on your tree. If you choose to put battery operated lights or battery operated tealights on your tree you should check daily that they are still working. We ask that flashing or musical lights are not used and that all lights conform to British Safety Standards.

## **DISMANTLING OF TREES**

Trees should be removed on either:

Tuesday 5<sup>th</sup> December between 5.00pm and 6.00pm

**( please note do not collect before 5.00pm) or**

Wednesday 6<sup>th</sup> December between 11.00am and 2.00pm.

**STEWARDING:** We are also asking whether you might like to be involved in stewarding or helping with refreshments at 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 email:

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

or ring 01434 633742 / 633637

Thank you