



St. Andrew's Church, Corbridge.

Tree Festival Information Booklet 2026

The festival will take place between Friday 4th
December and Tuesday 8th December (inclusive).

Opening Times

Friday	4 th December	9.30am to 6.00pm
Saturday	5 th December	9.30am to 6.00pm
Sunday	6 th December	11.30am to 5.00pm
Monday	7 th December	9.30am to 8.00pm
Tuesday	8 th December	9.30am to 4.30pm

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 the details are as follows: Lloyds Bank PCC of Corbridge Account no: 00176162 Sort Code: 30 94 19. Please let us know that you have done this.

Please return forms as soon as possible but definitely by 15th November. Early application guarantees a space!

COST: Traders / businesses 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	1st December	2.00pm to 6.00pm
Wednesday	2 nd December	11.30am to 6.00pm
Thursday	3 rd December	11.30am to 2.00pm

The church will then close until the evening preview.

PREVIEW EVENING: 6.30pm Thursday 3rd December :

Enclosed with this pack is your invitation. When you come to the set up of the Festival we will give you the required number of tickets.

TREE GUIDELINES

DECORATING THE TREE

Type: Real or artificial tree it must be **identifiable as a tree.**

Height: Maximum 125 cm recommended.

Base & Area: Maximum base size of 75 cm square to fit the allocated area. As space is limited.

Theme: Any innovative or imaginative theme is allowed.

Promotional Material: Publicity materials can be placed around the tree to promote your organisation/ group / business.

BANNERS: Sorry no pop-up banners will be allowed as they take up too much space and detract from the overall appearance of the displays.

NAME LABELS: We will provide name labels which will be based on your registration details.

LIGHTING RULES

Allowed: Mains-operated Christmas Tree lights (must conform to British Safety Standards) or Battery-operated Christmas Tree lights/tealights.

Maintenance: Battery-operated lights/tealights must be checked daily by the exhibitor.

NOT ALLOWED: (anywhere on your display) Any other type of lights this includes Household light bulbs, High voltage lights, Spot lights, Flashing lights, and Musical lights.

DISMANTLING OF TREES

Trees should be removed on either:

Tuesday 8th December between 4.30pm and 6.00pm

(please note do not collect before 4.30pm)

or

Wednesday 9th December between 11.00am and 2.00pm.

FESTIVAL HELPERS: We are also asking whether you might like to be involved in welcoming at the door, selling merchandise or serving refreshments at the festival, as we need to have someone on duty whilst the doors are open. A form is attached.

The sessions for helping at the Christmas Tree Festival are 1 hour in length but you may volunteer for more than one hour on one day or over a range of days. We will try to rotate the tasks so that you aren't doing the same thing all the time. Please give us a range of times you will be available, but indicate how much time you are willing to give. We really do appreciate this help. It is a great opportunity to meet people.

PROCESS OF APPLICATION: We will respond by email within a week of receiving your application, if you do not hear back from us please do email us to check we have your form. The time of your slot on the rota will be confirmed the week before the Festival begins. If you have any questions, please do not hesitate to email:

corbridgechristmastreefestival@btinternet.com

or ring 07793876743 / 633637

Thank you