



**St Mary's Church – Edwinstowe**  
**3<sup>rd</sup> Christmas Tree Festival – 2017**



**BOOKING FORM**  
**Thursday 23<sup>rd</sup> – Sunday 26<sup>th</sup> November 2017**  
**(Setting up Wednesday 22<sup>nd</sup> November 5-7pm)**

Name of Organisation/Firm/Family/Charity etc.

.....

Address

.....

.....

Postcode ..... Telephone .....

E-mail .....

Contact Person

.....

Sponsor of Tree (if any)

.....

Type of tree.....

**We reserve the right to reposition a completed tree should we find it necessary to enhance the festival.**

*Proposed decoration Theme:*

.....

*I have read and understand the information below. Signed.....*

**PLEASE RETURN THIS BOOKING FORM BY FRIDAY 10<sup>TH</sup> NOVEMBER TO:**

T Ailward, 12 Birkland Drive, Edwinstowe, NG21 9LU

Or by email to [t.ailward@btinternet.com](mailto:t.ailward@btinternet.com)



## **St Mary's Church – Edwinstowe** **3<sup>rd</sup> Christmas Tree Festival – 2017**



**Trees.**-Artificial or real trees are acceptable, no more than 5ft tall. Electric trees are not allowed.

**Lighting** – Battery operated tree lights only. No normal light bulbs, spotlights or flood-lights to be used due to a health and safety issue and the potential to cause a fire. We request that you do not use musical lights. The battery box for the lights **MUST** be placed on the tree to allow easy access for switching on and off. The lights cannot remain switched on in church overnight.

**Security** - We are aware that there is always the possibility that accidental damage might be caused or decorations could go missing. We endeavour to have stewards on duty whilst the church is open to the public and we do our best to ensure the safety of everyone's property but we are unable to be held responsible for any loss or damage during the Festival.

The Church will be open for the main Festival from 3:30pm-7pm on Thursday 23<sup>rd</sup> November. The church will then be open from 10am-5pm Friday 24<sup>th</sup>-Sunday 26<sup>th</sup> November for the Festival to continue.

**Setting up/decoration of trees** – This is to take place on Wednesday 22<sup>nd</sup> November 5-7pm.

**Allocation of tree places in the church** – This will be on a 'first come first served' basis. There will be a plan provided of where your tree will be placed in the church which will be issued prior to the 22<sup>nd</sup> November.

We will be supplying Information Cards to stand at the side of the Trees, so please ensure all requested information is provided on the Booking Form.

**Removal of Trees** – This can be done on the evening of Sunday 26<sup>th</sup> November after the Festival closes from 5pm-6pm or on Monday 27<sup>th</sup> November from 9am-10am. If you require a different time to remove your tree, please contact the organiser.

**Booking Form** – This is attached. Please complete and return to us as soon as possible and no later than Friday 10th November 2017. Places for the trees will be allocated as soon as the forms arrive.

**All completed forms are to be returned to T Ailward directly.**

**Special Arrangements** - Should you have any special requirements not covered by the Booking Form, please contact 'T' by 'phone or Email as below, to discuss.

If you have any queries and would like to have a discussion, please do not hesitate to contact 'T' on 01623 823165 or via email at [t.ailward@btinternet.com](mailto:t.ailward@btinternet.com)