

**Terms and Condition – Christmas Tree Festival St Botolphs Church, in partnership with Boston Borough Council**

**Please read the terms and conditions before completing an application form**

**All applications forms to be returned to Nichola Holderness [nichola.holderness@boston.gov.uk](mailto:nichola.holderness@boston.gov.uk)**

Please ensure that when planning and setting up your tree you take the following into consideration

The Christmas Tree Festival will run from Thursday 23<sup>rd</sup> November 2023 to Sunday 26<sup>th</sup> November 2023.

1. Tree size, 3ft- 4ft tall with a limited amount of 5ft- 6ft trees available to decorate. There will be a number of trees available free of charge, these will be allocated on a first come first serve basis. Once these have all been allocated you will be free to source your own tree, providing it meets out guidelines. If you are providing your own tree you are still required to fill out an application form. **Bookings are not secure until you receive written confirmation.**
2. Once you have received confirmation of your application we will contact you to confirm your place and allocation of tree. **Booking are not secure until you receive written confirmation**
3. Every participant will be allocated a pre- planned location in the church. Please do not move your tree or anyone else's
4. Your tree must be set up in your allocated time slot – there are many events taking place in December so the Church will be very busy
5. Please arrange to have a maximum of two people to set up and take down you tree
  - Set up Wednesday 22<sup>nd</sup> November 2023 (at agreed time slot)
  - Take down Monday 27<sup>th</sup> November 2023
6. Trees and decorations must not be offensive, biased or partisan towards any particular political group and must be appropriate for display in St. Botolphs Church.
7. Please provide a stable base for you tree
8. Please do not use clay decorations
9. For Health and safety reasons please limit the items around the bottom of the tree – avoid using small moveable items or any items which may easily fall off or be removed.
10. **Only battery pack fairy lights** are permitted. Please do not use musical lights.

11. Please do bring along an A4 poster (laminated) displaying the name of your organisation.