

Terms and Condition – Christmas Tree Festival St Botolph’s Church, in partnership with Boston Borough Council

Please read the terms and conditions before completing an application form

All application forms to be returned to Karen Stengel - karen.stengel@boston.gov.uk

The Christmas Tree Festival will run from Friday 29th November 2024 to Friday 6th December 2024.

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

1. Tree size, 5ft- 6ft.
2. 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.**
3. Once you have received confirmation of your application, we will contact you to confirm your place and allocation of tree. **Bookings are not secure until you receive written confirmation.**
4. Every participant will be allocated a pre-planned location in the church. Please do not move your tree or anyone else’s.
5. Please arrange to have a maximum of two people to set up and take down your tree.
 - Set up either Wednesday 27th or Thursday 28th November (10am – 2pm)
 - Take down Friday 6th December (10am – 2pm)
6. Trees and decorations must not be offensive, biased, or partisan towards any political group and must be appropriate for display in St. Botolph’s Church.
7. Please do not use clay decorations.
8. 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.
9. **Only battery pack fairy lights** are permitted. Please do not use musical lights.
10. Please ensure any battery pack is easily accessible to enable these to be turned off in the evenings.
11. Please do bring along an A4 poster (laminated) displaying the name of your organisation.