

ST MARYS CHURCH, OLD BASING AND LYCHPIT



A FAMILY CHRISTMAS

CHRISTMAS TREE

FESTIVAL DEC 8-9 2018

Name of family/group/organisation:

.....

Contact name:

Contact address:

Telephone number: email:

Title of your tree:

Height of your tree: (please tick)

..... 1 metre or less

..... 1- 2 metres

Booking Fee: £7.50 with free program containing a voting form for favourite tree. (Small prize will be awarded 4pm Sunday 9th) Cash or Cheque - payable to PCC of Old Basing and Lychpit please

To qualify for Gift Aid, what you pay in income tax or capital gains tax must equal at least the amount that all charities you donate to will reclaim in the tax year (6 April to 5 April)

Please tick this box to enable us to treat all your donations in the last 4 years, and all your future donations until further notice, as Gift Aid.

OR, If you are not a UK Tax Payer, please tick this box

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Please retain this for your own information. Terms and Conditions are overleaf.

All exhibitors will be acknowledged next to their tree, unless they wish otherwise.

Trees can be fresh or artificial, any colour or shape. They must be free standing. Decorations are up to you, as varied as possible please, remembering the theme is A Family Christmas, but, sorry, lights must be battery powered, (readily and reasonably available), as there will be no available power supply.

You will be allotted a space in or around the church, which you will be shown when you set up your tree. We will be setting up during the afternoon of Friday 7th December and early on the morning of Saturday 8th December.

As St Mary's will be holding its Christmas Carol service at 5pm on Sunday 16th December the trees will not be dismantled until after the service, or on Monday 17th December, between 9.30 and 1.00pm.

Please return this form with your £7.50 to Jeanette Edwards via email at Jdedwards38@hotmail.co.uk or by placing in the letter box at the entrance of the church, clearly marked with either cash or a cheque attached.

St Mary's Church Old Basing

TERMS AND CONDITIONS

For the Christmas Tree Festival **A Family Christmas** on **December 8th-9th** in St Mary's Church Old Basing

The event will be held in St Mary's Church Old Basing. Refreshments and the Christmas Fair will be in the Parish Room. We regret there is no parking on site, although there is temporary unloading space. There is disabled parking on application to the Church Wardens.

The booking fee of £7.50 secures your allocated tree space. Trees, fresh or artificial, of any height must be free standing. There is no power available in the church, all lights must be battery operated. On past experience we advise you to light your tree; the Church lighting is kept subdued for the occasion. Battery lights are widely available and the batteries generally last for a long time, but will be replaced if necessary by the organisers.

Exhibitors' names will be displayed next to their trees, unless requested otherwise.

Setting up times are on **Friday December 7th 2.00 - 5.00,**

Or **Saturday December 8th 9.30 -10.45**

There will be events taking place in the Church during the Festival.

Small prize will be awarded 4pm Sunday 9th December for the Tree voted Favourite as nominated by Programme voting slips only.

Trees should not be removed until after the Carol Service on Sunday 16th December or Monday morning 17th December 9.30-1.00pm

Any trees not collected by then will be disposed of or recycled.

All packing material must be taken away, there is no storage space and it is your responsibility to ensure your space is left clear at the close of the Festival. There is no need to 'man' your tree during the Festival, although you are welcome to do so. The tree lights may be lit for services or events during the week but the organisers will oversee this, there is no need for you to attend. The Church will be stewarded during the opening hours of the Festival but not during the week when the church is open, so we cannot take responsibility for valuable ornaments and decorations.

Festival opening times: Saturday December 8th 11.00 – 5.00

Sunday December 9th 11.00 – 4.00