# ANGLICAN CHURCH OF AUSTRALIA – DIOCESE OF WANGARATTA

## ST. MATTHEWS – ALBURY

520 Kiewa Street (PO Box 682)

ALBURY NSW 2640

Telephone: (02) 6021 3022

Fax: (02) 6041 3149

e-mail: office@stmatthewsalbury.com

Website: www.stmatthewsalbury.com

**ABN – 85 526 688 099**

CHARITY CHRISTMAS TREE FESTIVAL 2017

**SET UP** Tuesday 28th November 10.00am to 5.00pm

**OPENING TIMES** Wednesday 29th November 11.30am to 5.00pm

 Thursday 30th November 10.00am to 5.00pm

 Friday 1st December 10.00am to 5.00pm

 Saturday 2nd December 10.00am to 5.00pm

 Sunday 3rd December 11.30am to 4.00pm

**NOMINATION FORM TO EXHIBIT**

Name of Organisation or individual ………………………………………………………………………..,

Address ………………………………………………………………………………………………………..

Telephone ………………………………………….Contact name ………………………………………..

Email …………………………………………………………………………………………………………..

I / We wish to participate in the Christmas Tree Festival by exhibiting a decorated tree in

St Matthew’s Church, 520 Kiewa Street, Albury for the duration of the festival.

I / We propose to set up our display on (date) ……………………………about ………….am/pm.

Tree Title or Theme ………………………………………………………………………………………….

I / We wish to nominate (own organisation or other not-for-profit / charitable organisation.

(Name of organisation) ……………………………………………………………………………………..

(And address if other than above) …………………………………………………………………………

To receive our share of entry proceeds as determined by the votes cast.

Signature / s ………………………………………………………………………………………………….

*To assist with the preparation of site please ensure this form is returned by 20th November*

*To St Matthews Parish Office, PO Box 682, ALBURY 2640*

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 Followed by 5.00pm Church service and announcement of funds raised)

**RULES OF ENTRY**

1. Trees to be maximum height of 1.5 metres and supplied by the exhibitor. They can be of any colour, but **must** be artificial and of any material. We look forward to the displays being of a high standard.
2. Decorations and lights to be supplied and affixed by the exhibitor. Only battery LED lights to be used.
3. Tree(s) to be set up and decorated on Tuesday 28th November between 10.00am and 5.00pm.
4. Tree to be dismantled and removed on the Monday 4th December between 9.00am and 5.00pm. If you cannot remove tree(s) during this period please contact us to make other arrangements.
5. There will be a $5 exhibit entry fee.
6. Allocation of position of exhibiting tree(s) will be the responsibility of the church’s Festival committee.
7. Nominated charity or not-for-profit organisation must be named to the committee on the Nomination Form in order to be placed on the programme, and be approved by the festival committee. The share of entry proceeds, as determined by the votes cast, will be sent to the nominated recipient by cheque after the festival.

**NOTE**

1. Every care will be taken and the church building will be locked whenever it is unoccupied.
2. Exhibitors place exhibits at their own risk.
3. The Anglican Parish of St Matthew’s cannot accept responsibility for any loss or damage to individual trees or decorations.

*Should you have any problems with any of these conditions please contact*

*St Matthew’s Parish Office*

*Telephone: 02 6021 3022*

*Office hours – Monday to Friday 8.30am to 12.30pm*

*Email:* *office@stmatthewsalbury.com*