

Terms and Conditions - Christmas Tree Festival at Worcester Cathedral 2022

**** Please read the 2022 Terms and Conditions
prior to completing the application form****

To ensure the success of the Christmas Tree Festival at Worcester Cathedral and for the safety of all, please ensure that when planning and setting up your display you take the following into consideration.

COVID 19:

We do not yet know what the situation will be regarding Covid 19 in December 2022 but, if necessary, we will implement a variety of risk assessments and social distancing measures. If the Government implement another lockdown scenario or if The Church of England change their policy, we may need to cancel or amend events, facilities and opening times at short notice.

1. The Christmas Tree Festival at Worcester Cathedral will run from **Wednesday 7 December 2022 to Sunday 8 January 2023**, subject to Cathedral opening times. The Christmas Tree Festival opening times may be ticketed to manage visitor numbers and social distancing if Covid measures need to be put place.
2. Trees must be **set up Tuesday 6 December**. You may request your preference to set up on one of the four time slots, but your requested time slot cannot be guaranteed as we need to manage and balance the number of people in the Cloister. Your set up time will be allocated to you and confirmed by email.
3. Please arrange to have a **maximum** of two people set up your tree display. If two people attend, they must work safely within any potential Covid-19 regulations which may be in place at the time.
4. If Covid-19 regulations are in place you may need to wear a mask or face covering when setting up, dismantling and visiting your tree and adhere to social distancing measures in place at the time, being mindful of other participants and visitors.
5. Cancellation - no refunds can be made by the Cathedral for cancellation after Monday 21st November 2022. In the event of you cancelling before the Monday 21st November, an administration fee of £20 will be charged and deducted from any refund due.
6. Trees, decorations and posters must not be offensive, biased or partisan towards any particular political group and must be appropriate for location in Worcester Cathedral. The Dean and Chapter of Worcester Cathedral reserves the right to change or remove any items, decorations, literature or tree if felt inappropriate, prior to notifying the tree sponsor.
7. Every participant is allocated a pre-planned location in the Cloister. The location is decided by the Cathedral. You should not move your tree or anyone else's.
8. Trees must not display any misleading advertising/promotions.
9. If you are not using a Christmas tree, then the display should be Christmas tree shaped. If you are unsure about elements of your design, please contact us for advice.
10. Trees may be real or artificial but **must be between 6 and 8ft (182 – 244cm) tall, and maximum 3ft (91cm) wide**. In particular, please check the width. The Cathedral reserves the right to remove any trees which are too small or too big and would spoil the overall display.

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11. Please provide a stable base for the tree to stand on the floor.
12. Please do not use clay decorations as temperature conditions in the Cloister mean that they disintegrate and stain the floor.
13. For Health and Safety/hygiene reasons please limit items around the bottom of the tree. Avoid using small moveable items.
14. Only LED low voltage electric tree 'fairy' lights are permitted. Please **do** include lights otherwise your tree will not have impact. Please **do not** use musical lights.
15. Each tree is allocated one plug socket. **Please do not bring multiple sets of lights.** Extension leads are provided.
16. Each tree will have a stand to display an A4 poster. We suggest you laminate this. We **cannot** accommodate loose leaflets or more posters.
17. Please visit periodically to check your tree. Please keep to a maximum of two people in your Tree maintenance team.
18. Please also be aware that if Covid-19 regulations are in place there may be socially distanced queuing at busy times to see the Christmas trees,
19. Competitions are not permitted, other than the 'People's Choice' run by Worcester Cathedral. The winner will be the tree which gets the most likes on our Worcester Cathedral Facebook page. Feel free to share your pictures on social media and tag us!
@WorcCathedral @worcestercathedral #worcestercathedral
20. Worcester Cathedral will not be held responsible for any damage / theft etc from the participating displays. Displays are left at the owners' risk.
21. All trees **MUST** remain on site for the whole of the display period.
22. Trees must be taken down on **Monday 9 or Tuesday 10 January 2023**. Alternative dates are not available. You may request your preferred time slot to collect your tree, but your requested time slot cannot be guaranteed as we need to manage and balance the number of people in the Cloister. Your collection time will be allocated to you and confirmed by email.

Please make a note of the dismantle/collection time and date in your diary so that this is not forgotten about.

. **** Please provide the contact name and number of the person responsible for collecting your tree on your application form****

When you leave the Cathedral please check your area is clean and take any rubbish away with you. If you do not collect your tree and decorations, they will be disposed of.

Places will be allocated on a first come basis, i.e. full application form received back and payment received in the Cathedral bank and cleared. Successful applicants will be notified on the receipt of their completed application and payment. **Receipt of a completed application form will be taken as your acceptance of these terms and conditions.** Please keep a copy for your own records.

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Acts, events or circumstances beyond our reasonable control: There may be circumstances beyond our reasonable control that either delay the Event taking place or mean that the Event cannot take place on the dates specified.

The Chapter of Worcester Cathedral shall not be liable for any loss or damage arising from a breach of the terms and conditions of this Agreement or any delay or failure in providing the Event or any services which occur as a result of a Force Majeure reason.

By "Event" we mean the event, activity, or function specified in this Agreement. By "Force Majeure reason" we mean a result of causes beyond a party's reasonable control including (but not limited to) fire, flooding, explosion, damage to the whole or part of the Cathedral building rendering it unsafe or unusable, communicable disease, death of the Monarch or a senior member of the Royal Family, civil unrest, terrorism, strikes, delays in transportation, failure in utilities or services or the inability to obtain any necessary information or consent from any authority.