



# CITY OF NORTH CHARLESTON

## CHRISTMAS FESTIVAL TREE SPONSOR REGISTRATION

The City of North Charleston will celebrate the holidays with a Christmas tree lighting ceremony on the grounds of the Park Circle Community Building from 6-7pm on Friday, December 6, and a Christmas Festival & Parade on Saturday, December 7, from 4-8pm also at Park Circle.

We are creating a Christmas Tree Forest on the Park Circle Disc Golf Course as part of the city's holiday decorations. Registration for tree sponsorship is now open and returning sponsors are invited to claim their tree now. The cost to sponsor a tree is \$100.00. Fee includes the required strands of white LED lights. Contact the Cultural Arts Department at 843-740-5854 or [TGillespie@NorthCharleston.org](mailto:TGillespie@NorthCharleston.org) with any questions.

### PARTICIPATION TERMS AND REGULATIONS

- 🎄 Registration forms will be accepted on a first come, first served basis. Previous tree sponsorship does not guarantee anyone participation in this year's program.
- 🎄 Sponsors must pick up their provided strands of LED lights and get their assigned tree number at the Park Circle Community Building (4800 Park Circle) during the designated times of: **Saturday, November 23, 2024, from 10am to 2pm, or Monday and Tuesday, November 25 & 26, 2024, from 9am-7pm.**
- 🎄 Decorating must be completed by **Tuesday, December 3, 2024.**
- 🎄 **Any sponsored trees left undecorated on Wednesday, December 4, will be resold. No refunds.**
- 🎄 All Decorations must be removed between Thursday, December 26, and Wednesday, January 1.
- 🎄 Items deemed unsuitable for public display will be removed.
- 🎄 The City of North Charleston Christmas Festival Committee reserves the right to photograph for publicity.

### DECORATION GUIDELINES

- 🎄 White LED lights will be provided to you when you come get your tree number. No other lights are permitted.
- 🎄 Ornaments should be waterproof and able to withstand outdoor conditions.
- 🎄 Any signage must be next to your tree. Signage must be weatherproof & no larger than 12x18 inches.

(Keep this half of the form for your records!!)

## North Charleston Christmas Festival Tree Sponsorship Registration

Sponsor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

*I have read and understand the rules and guidelines set forth by the City of North Charleston Christmas Festival Committee regarding the decoration guidelines of the sponsored Christmas Trees and sponsor signage. The City of North Charleston is not responsible for any equipment or supplies left on the premises before or after the event. By signing and submitting this application, the sponsor accepts all conditions set forth in the registration form.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The non-refundable sponsor fee of \$100 may be paid by credit card, check, or cash. Credit card payments can be made via a secure link (provided after acceptance) or by calling 843-740-5854. Make checks payable to "City of North Charleston" and mail to [City of North Charleston Cultural Arts Dept. PO Box 190016, North Charleston, SC 29419](mailto:City of North Charleston Cultural Arts Dept. PO Box 190016, North Charleston, SC 29419). Cash must be paid in person at the Cultural Arts Department office at the Park Circle Community Building, 4800 Park Circle, North Charleston.

**Mail completed application to:**  
City of North Charleston Cultural Arts Dept.  
PO Box 190016, North Charleston, SC 29419

**E-mail completed application to:** [TGillespie@northcharleston.org](mailto:TGillespie@northcharleston.org)

**Deliver completed application & payment in person to:**  
Park Circle Community Building  
4800 Park Circle, North Charleston, SC 29405

**Tree Number (to be assigned by city staff):** \_\_\_\_\_