

# City of Tipp City

## City Park Holiday Tree Lighting Program

The City of Tipp City is starting a holiday lighting program in City Park. The idea is for Organizations, Businesses, and Not for Profit Organizations to sponsor a tree in City Park.

### **HOW IT WORKS**

The City of Tipp City will be offering a 5 to 7 foot tree. This will be perfect for businesses and not for profit organizations who want to be a part of Christmas in the Park and expose their business to all our residents and guests. The City will provide an identification sign for your business or not for profit organization that will be placed at the base of your tree. No other signs will be allowed. The group will then be allowed to decorate the tree with lights and decorations following the guidelines below. Please review all guidelines and fill out and return the [attached application](#). The deadline to submit an application is November 13<sup>th</sup>. This event is limited to 30 trees and applications will be accepted on a first-come first-serve basis. The cost to participate in this program is \$75.00 to cover the cost of the tree and signage. Trees will be placed in City Park on or around November 30<sup>th</sup> for groups to begin decorating. Groups will be notified via email when trees have been placed.

**OBTAINING YOUR TREE:** You will receive your tree number via email. The tree number corresponds to the actual tree you will be decorating. A map will be available at the park. **Please do not ask to switch trees.**

**LIGHTING:** Access to electric for lighting will be provided by the City.

**DECORATIONS:** Ornaments and lights should be wind and water-resistant. Avoid using food (i.e., pasta, popcorn) and paper as ornament decorations, as they will not withstand inclement weather. Keep in mind your tree will be approximately 5 to 7 feet tall. Use sturdy wires to attach ornaments to your tree to prevent them from being blown or knocked off the tree. Groups will need to bring their own tools such as pliers, scissors, small stepladder, outdoor extension cords, etc., to

help with the decorating process. The adopting group is responsible for purchasing and maintaining all decorations.

**RESTRICTIONS:** Decorations must not contain any profanity, inappropriate or offensive language and or symbols, or political statements. The City reserves the right to deny inappropriate submissions or decorations, and/or remove the decorations and tree if you do not comply. The City is not responsible for lost, stolen, or damaged and trees and decorations.

**CLOSING OF EVENT:** The City Park Holiday Tree Lighting Event ends on January 3<sup>rd</sup> 2021. Any decorations still remaining on January 7<sup>th</sup> will be discarded.

**QUESTIONS:** Please contact the Municipal Services Department of Tipp City, 937-667-6305.



## City Park Holiday Tree Lighting Application

Contact Name \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Organization Name \_\_\_\_\_

(As you want it to appear on the tree sponsor sign)

The City will be accepting applications until **November 13<sup>th</sup> at 5 pm**. Please review the attached guidelines before submitting an application.

Be sure to include \$75.00 fee (check or cash) with application and return to the Municipal Services office at the Tipp City Government Center. Make checks payable to **City of Tipp City**. If application is invalid or all spots have already been filled, the fee will be returned. For more information, please contact the Municipal Services Department at 937-667-6305.