River Forest Park District

Dear Holiday Tree Trimming Sponsor,

Thank you for sponsoring a tree. In order to run a safe and successful event, it is very important we adhere to the following guidelines. ***It is to the discretion of park district staff to determine whether your ornaments/decorations meet these criteria.***

**MUST FOLLOW PARK ORDINANCE 111201**

## LIGHTS:

1) The lights will be strung by River Forest Park District staff. Do not add your own additional lights to your tree.
2) All trees are on a timer set to be lit beginning on Thursday, November 19th at 5pm and will remain lit through January 5th.

## ORNAMENTS/DECORATIONS:

1) The Holiday Tree Decorating is limited to only the purchased tree. No items are permitted on the ground, under or around the tree.
2) Individual ornaments/decorations may not exceed 6" in diameter.
3) Ornaments/decorations promoting political activities are prohibited.
4) The Park District is not responsible for ornaments/decorations that are missing, stolen, or broken.
5) Please hang environmentally safe ornaments/decorations that are shatterproof and can withstand the elements of winter. Don't forget to bring hooks to hang your ornaments tightly on your tree.
6) It is recommended to bring a step stool.
7) If your group would like to keep its ornaments/decorations, you can remove them any time between January 6th-7th. Ornaments/decorations left on the trees will be discarded on January 8th.

## SIGNAGE:

The River Forest Park District will provide your sponsorship sign to indicate what tree belongs to your group. No other signage is allowed to be posted.

## GROUP SIZE & SUPERVISION:

Your group is allowed a maximum of 20 people, with at least 1 adult chaperone per every 10 children. Memorial Parkway is bordered by private homes, businesses, and a church. Please be respectful of our neighbors, including keeping off private property and cleaning up/taking trash home.

## RESTROOMS:

There are no restrooms available at Memorial Parkway. The closest restrooms are across the street at Jewel Osco.

## PARKING:

Please park on Village side streets and adhere to signage – do not park on Lake Street. Please cross at the crosswalk.

## FOOD & BEVERAGE:

The Park District will provide individually wrapped bags of cookies and hot chocolate. No other food and drink is allowed to be shared with participants/spectators and alcohol is not permitted in the park.

## SANTA'S ARRIVAL:

Santa arrives in River Forest, just in time to help us light the trees! He will arrive at 4:45pm SHARP. You won't want to miss his grand entrance. Picture opportunities will be available.

## SANTA'S MAILBOX:

Santa's Mailbox will be out at the event so please encourage kids to write a letter to drop in the mailbox.