

City Hall Santa's Mailbox

- **November 16th** : Santa's Mailbox will be placed in front of the Courthouse from November 16th - November 18th, and then moved to the Fire Station at 227 N Main until December 10th to drop off your letters to Santa.
- **Please make sure all letters have a legible name and return address. This is very important**
- **Week of December 16th**
City Hall staff will begin mailing responses from Santa to all the letters received.

DONATIONS ACCEPTED

A donation fund has been set up in the City Clerk Treasurers Office to accept donations to assist in the cost of the postage for Santa's Response.

*Please make donations payable to:
City of New Castle - Santa's Mailbox Fund*