



Application for a Horizontal Outdoor Banner

**Banners can be a great way of promoting your community event.
We prioritise banner requests for events we are supporting.**

IMPORTANT INFORMATION (PLEASE READ)

Council has a **Banner Policy** that outlines the use of banners in our at two public banner pole locations we manage at Lyne Park, Rose Bay and Foster Park, Double Bay. Please read this policy prior to completing this form.

LODGING AN APPLICATION FORM

- Applications must be made on Council's Application Form and received at least 21 days prior to the commencement of the requested period.
- If banner design and specifications are not met the banner will not be displayed.
- The banner must be made from durable material.
- Banners should not be printed until written confirmation is received. Bookings may be made up to a maximum of 12 months from the current date however confirmation may be delayed during busy periods or for bookings with long lead times. Confirmation will be given at least 14 days before event provided the application form is received within this time.
- It is at Council's discretion how many banners are hung at any one time.
- Council staff must erect the banners, to ensure all Occupational Health and Safety regulations are met.

BANNER DESIGN and SPECIFICATIONS

In addition to the design criteria specified in Council's Banner Policy, please take into consideration the following information:

- All banners displayed on Council property must be 4m (W) x 1m (H).
- Banners must be supplied with 2-3 wind holes, eyelets in corners and at intervals along the top and bottom of the banner, to ensure the banner remains intact on the pole.
- Sponsorship content of each banner must not exceed;
 - 20% of the total banner area for a single sponsor, or
 - 25% of the total banner area for multiple sponsors.
- All artwork for the design of the banners **must be submitted to Council for approval prior to banner production.** Please attach a copy of the banner artwork and specifications to this application form.

FEES

- Horizontal banner display fee (as per Banner Policy) is nil.

ARRANGEMENTS FOR DELIVERY AND COLLECTING BANNERS

- Banners should be delivered to Communications & Engagement Team, Woollahra Council, 536 New South Head Road, Double Bay, between 8:00am – 4:30pm no later than the three working days preceding when banners are to be installed.
- Arrangements need to be made prior to collecting the banners following the display period.
Communications & Engagement contact: communications@woollahra.nsw.gov.au or 9391 7901.

PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for; the purpose of processing your application/keeping records/establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Applicant Details

Company/Organisation:

Title: Mr Mrs Ms Other

Name:

Address:

Telephone: Mobile:

Email:

Event Details

Event Name:

Preferred Display date(s)

Open: Close:

Is this project funded by Woollahra Council?

- Yes, e.g. Grant recipient (refer to our Banner Policy regarding Woollahra Council logo use)
 No

Preferred location(s)?

- William Street, Double Bay
 Lyne Park, New South Head Road, Rose Bay

Description of event/activity that banner(s) will be promoting:

Declaration & Signature

I, (the Applicant) have read and understand the conditions of hire.

I accept that all these conditions must be complied with on the day(s) of the activities.

You indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Loss of, loss of use of, or damage to banners supplied to Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by You arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

Name:

Signature:

Date: *If incomplete, the application may be delayed or rejected.*

Please return both pages of this form along with proposed banner artwork to: communications@woollahra.nsw.gov.au

If you wish to discuss a banner application or design specifications we recommend you consult with your Council contact **before** lodging this application.

OFFICE USE ONLY

Date requested available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Organisation satisfies policy guidelines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Artwork/banner specifications meet policy guidelines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Application approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approved by Communications if required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Confirmation letter sent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>