

**APPLICATION FOR BANNER HIRE
 (WILLIAM STREET)**

1. APPLICANT DETAILS

Organisation:

Contact Name:

.....

Postal Address:

.....

Phone Number:

.....

Email Address:

.....

2. BOOKING DETAILS

Event to be advertised:

.....

Proposed date/period of display:

.....

3. REQUIREMENTS OF BOOKING

Permission is granted to applicants on the basis of availability with the following conditions;

- Banner size is to be 12 meters long by 1.3meters high,
- The banner is to be provided with a minimum of 19mm internal dimension diameter eyelets, at 1.0 meter intervals, top and bottom, so that it can be clipped onto the existing cables (Council will supply the clips),
- The banner is to have a rope stitched into the top and bottom of the banner, going the full length and having at least two (2) meters of rope past the ends to allow for attaching,
- The banner is to be provided with flaps of sufficient size to allow air caught in the banner to escape. The flaps are to have an area of not less than 5% of the surface of the banner,
- A copy of a \$20M Public Liability Insurance Policy, indicating Bathurst Regional Council's interest, with the dates that the banner is to be displayed, must be provided to Council at least one (1) week prior to the installation of the banner,
- Council takes no responsibility for any damage, theft or loss of the banner during the time of display,
- Council reserves the right to refuse the erection of any banner if it is believed to contain offensive or inappropriate content, or is not considered to be for the benefit of the community.

4. FEES & CHARGES – 2023/2024

To secure your booking, your non-refundable payment must be received before the installation of the banner. Confirmation of the required payable fee will be advised via a corresponding invoice. ****[Prices are for a one (1) week booking period only]****

- \$774.00 - Installation and removal of banner over William Street to pre-existing fixing points
- \$440.00/hour - Re-instalment due to breakages

Sec 356 Donations – a discount is to be given to organisations for the hanging of the banner across William Street as follows:

- a) *Schools and Universities – being a recognised and accredited education institution – 40% discount on the scheduled rate*
- b) *Local Community Organisations – non funded, non-professional organisations where money raised is dispersed into the community – 20% discount on the scheduled rate*
- c) *All other organisations are to pay the full scheduled amount*

5. DELIVERY AND COLLECTION OF BANNERS

Banners are required to be delivered to the Council Depot on the corner of Peel and Durham Streets, Bathurst, a least two (2) working days prior to the date the banner is to go up, and the banner must be collected from the depot after its removal.

6. INSURANCES

A copy of a \$20M Public Liability Insurance Policy, indicating Bathurst Regional Council’s interest, with the dates that the banner is to be displayed, must be provided to Council at least one (1) week prior to the event.

Please contact Councils Insurance Clerk on (02) 6333 6111, should you have any enquiries in relation to Council’s Insurance Requirements for displaying of banners.

7. DECLARATION

In signing this form, I acknowledge that I have read and accepted the conditions associated with the hanging of a banner across William Street. I have completed the application form as accurately as possible.

Signed:

Name:

Date:

8. COMPLETED FORMS/QUERIES

Please forward your completed application to Council via:

- Email: council@bathurst.nsw.gov.au
- Mail: Private Mail Bag 17, Bathurst, NSW, 2795
- In person: 158 Russell Street, Bathurst, NSW, 2795

Applications must be submitted at least four (4) weeks before the proposed advertising date, but no more than 12 months in advance.

For any further enquiries, please contact Council's Recreation Section on (02) 6333 6285.



<u>Office use only</u> (Allocation No. W1000.44)
Amount Paid: \$..... Receipt No.: Date:

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.