

BANNER BOOKING FORM

Please complete the following details relating to the erection of street banners.

Contact Name: _____

Name of Organisation: _____

Contact Number: _____

Date Banner to Be Displayed: _____

Number of Banners to Be Displayed: _____

Location Required: Tumut Adelong Batlow
 Khancoban Tumbarumba

The following conditions are applicable:

1. A fee to cover installation/removal of banners applies to non-profit organisations. This fee is payable 1 month prior to the banner booking date. There is no hire charge for the use of banner poles. Flag poles are not available for hire. These are for Council use only.
2. A minimum banner display of two weeks will be provided. Banners are displayed from Monday and will be taken down on a Monday. Banners may be displayed fortnightly depending on the availability of the banner poles.
3. The banners and flags shall be erected only on poles and fixtures designated by Council and will be erected and removed by Council or by a nominated contractor of Council.
4. The banners are to be delivered to Snowy Valleys Council Administration Office the Monday prior to the scheduled erection date appropriately labelled and are to be collected within 7 days of their removal. Council will not be responsible for any banners or flags not collected within this period.
5. The banners and flags shall be the property of, and maintained by the organisation to which approval has been granted by Council. Council accepts no responsibility for damage to banners or flags by whatever cause.
6. Council retains the right to remove the banner in the interest of public safety or for other reason/s.
7. The maximum size of a banner shall be 6 metres long and 1 metre deep and shall be constructed of a durable material that will withstand all weather conditions, and capable of withstanding a wind force of 33 metres/second. Wind holes must be cut into banners.
8. Flags are to be 2860mm long and 950mm wide and are to be constructed with a pocket the full width of the head and tail to accept a mounting bar approximately 40mm in diameter.

I agree to abide by the above conditions.

Signed: _____

Date: / /

PRIVACY STATEMENT

Snowy Valleys Council is collecting your personal information solely for the purpose of administering this application as required by *Banners and Flags Policy*.

Snowy Valleys Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.