

Banner Hire Application

Event Details

Event name	
Event date	
Event location/s	

Event Applicant Details

Organisation / Trading Name			
ABN			
Postal address	State		Postcode
Contact name			
Contact phone:		Mobile	
Contact email:			

Banner pole site would you like to hire

Location	Number of poles available	Site required	Installation Dates	
		Yes / No	From	To
Site 1 - Ashburton Shopping Centre High Street corner of Munro Avenue	3			
Site 2 - Ashburton Shopping Centre High Street corner of Morotai Avenue	5			

Banners are available to be hired in groups only (site 1 and/or site 2). The hire of single banners is not available.

Details of Banner Artwork (or attach to this application)

Terms and Conditions

Application forms must be submitted a minimum of four (4) months prior to the commencement date of the period of hire, and may be made up to two (2) years in advance. Early booking will not necessarily guarantee allocation of banner site/s. Allocation of banner sites will be based on an assessment of priority by Council.

Council reserves the right to accept or reject any application. Council will assess application and send letter of offer or rejection approximately three (3) months prior to date of commencement of hire.

Banners/flag design are to be in accordance with the 'Banner/flag artwork design guidelines' as outlined in the 'City of Boroondara Banner Guidelines'.

All outstanding fees must be paid, and artwork must be submitted to Council a minimum of ten (10) weeks prior to the installation date for formal approval of designs. Should banners / flags be installed with unapproved designs, these banners / posters will be immediately removed at the cost of the hirer.

All fees are to be paid in full prior to Council approving flag/banner designs for production.

All costs for design and production of the banners are to be met by the hirer.

If payment is via credit card, payment may be subject to a credit card surcharge.

The City of Boroondara will be responsible for the installation and removal of flags. It is the responsibility of the hirer to deliver the finished banners to 648 Riversdale Road Camberwell at least five (5) working days prior to the commencement of the hire date.

Unless otherwise approved, banners and flags may be displayed for a period not exceeding 26 days (excluding Council and Christmas banners).

Banners and flags may be installed up to 26 days prior to the event and are to be removed no later than five (5) days following the conclusion of the event.

Council reserves the right to remove any banners/flags without notice should the banner/flag be considered unsightly, damaged, inappropriate or misleading.

Council bears no responsibility for the legibility of the banner/flags.

The City of Boroondara is not responsible for any weather damage to flags or vandalism.

Banners/flags may be reused for future bookings provided the banners/flags are well maintained and are of a high standard of presentation.

We (I) have read and agree to the Terms and Conditions for the hire of banner poles.	Signature
Print name	Date

Please return this application form, along with details of the proposed banner text and design, for assessment to:

boroondara@boroondara.vic.gov.au or

Local Economies

City of Boroondara

Private Bag 1 Camberwell VIC 3124

Ph: 03 9278 4444

All requests will be considered applications until final confirmation is given by City of Boroondara and payment is received in full.