

Application for Displaying of Event Banners



To: Community Services
Central Otago District Council
PO Box 122
Alexandra

Applicants Name: _____ Date: _____

Organisation: _____

Postal address for banner installation/ removal to be invoiced to: _____

Phone: _____ Email: _____

I/ We wish to display banners advising of a forth coming event. Please place tick in box for what type of event you are holding:

Cultural / Religious / Educational / Sporting

Where do you wish to display the banners? (Please tick the location box):

Alexandra / Cromwell / Naseby / Ranfurly / Roxburgh

Please indicate on the attached map the specific location you wish to display the banners.

Number of banners: _____ **Date of the event:** _____

Banners can be displayed up to 3 weeks prior to the event commencing, and up to 7 days after the event ends.

Date of installation: _____ **Date of removal:** _____

Approval by the Central Otago District Council is required for the displaying of any banners, on signing below you agree to the following conditions:

- An example of the proposed banner (graphic proof) is supplied with this application
- Dimensions of banner to be 1900mm x 900mm
- Banner to be manufactured from a durable, colourfast material
- Maximum of 7 words per a banner
- Banner must clearly advise of the cultural, religious, educational or sporting event.
- Applications must be received by the Council at least 4 weeks prior to the proposed installation date.
- On occasions when more than one organisation apply to display banners on conflicting dates, the location and number of banners on display per an event may be negotiated by Council
- The cost of \$21 incl. GST to install each banner, and \$21 incl. GST to remove each banner will be invoiced to the applicant.
- The installation and removal of the banners will be organised by Council, with a suitably qualified contractor.
- Council will process the application once received, and inform the applicant if the application has been approved and any related conditions
- On approval the banners and fastenings (2 x plastic screws and 1 x plastic D shackle) must be received at the necessary Council Office/ Service Centre at least 5 working days before the approved installation date. There will be an additional cost of \$3.80 incl. GST per a banner, where fastenings are no supplied.

Signed by above applicant: _____

CODC Office use only:

Date received: _____ Signed: _____

Approved: Yes No (Reason) _____

Conditions (if any): _____

Letter to be sent to the applicant to inform of approval/ decline of application at least 2 weeks prior to the proposed installation date

Work instructions for contractor:

Please install event banners for the following event: _____

Location: _____

Please refer to attached map for specific locations

Installation date: _____ Removal date: _____

Number of banners: _____

Event banners to be picked up from/ returned to: _____

Existing banners (already on display) to be returned to: _____

Additional instructions: _____

Please invoice installation / removal of banners to:

Name: _____ Organisation: _____

Postal address: _____

Phone: _____ Email: _____

Contractors own notes:

