

Application for displaying of event signage (Cromwell - Big Fruit Reserve)



Applicants Name: _____ Application date: _____

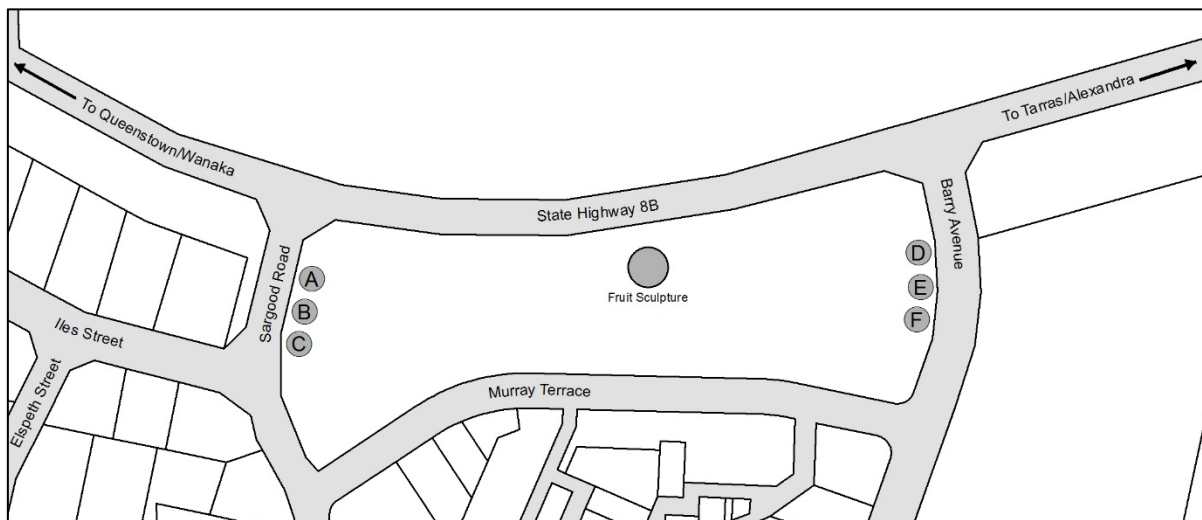
Organisation: _____

Postal address: _____

Phone (work): _____ Phone (work): _____

Email address: _____

Preferred location? Maximum of two (2) sign frames per an event. Circle preferred locations A – F on the map below.



Applications including a graphic proof of the event sign must be received by the Council at least 20 working days prior to the proposed installation date. Late applications will not be considered.

Event: _____

Event description: Cultural Religious Educational Sporting

Event type: Commercial Non-Commercial

Event date: _____

Signs can only be displayed up to 3 weeks prior to the event and up to 7 days after the event.

Preferred install date: _____ **Preferred removal date:** _____

The installation and removal of event signs must be carried out by the approved Council contractor: Asplundh, 11 Ellis Street Alexandra. Asplundh will collect the signs from a sign writer within Cromwell or the Cromwell Service Centre.

Signs must be delivered to the installer at least 3 working days prior to the approved install date. Council officers will liaise with the installer on the dates and locations of each approved event.

Statement:

Council approval is required for the displaying of any event signage on the Big Fruit Reserve. Signs can only be displayed in the six event sign frames, on signing below you agree to the following conditions:

1. Signs will be manufactured from durable, colourfast, material suitable to withstand high winds.
2. Signs will be 2410 x 1210mm and no greater than 10mm thick to slide inside the steel frames. Corflute or canvas signs will not be accepted.
3. Design, manufacturing and supply of the signs is the applicants cost and responsibility.
4. Council is not responsible for any damage or vandalism that occurs to event signage on display.
5. Maximum of 10 words per sign. Inappropriate imagery and language will not be accepted.
6. Graphics must be clearly visible to passing vehicular traffic.
7. Signs must clearly advise of a cultural, religious, educational or sporting event within the Central Otago District.
8. On occasions when numerous applications are received, the location, number of signs and length of time the event signs are displayed may be negotiated by Council.
9. The cost for displaying event signs will be invoiced once the application is approved. This includes installation / removal costs.
 - *Commercial event \$350 per event, per sign frame*
 - *Non-commercial event \$50 per event, per sign frame*
10. Applications including a graphic proof must be received by the Council at least 20 working days prior to the proposed installation date. Late applications will not be considered.

Council reserves the right to decline applications that do not meet the above criteria.

Signed by applicant: _____

Completed applications to be delivered to the Cromwell Service Centre, 42 The Mall or emailed to info@codc.govt.nz

Council office use only:					
Date received: _____		Officer name: _____			
Approved locations:					
A	B	C	D	E	F
Conditions (if any): _____					

Cost including GST to be invoiced: _____					
Date applicant informed: _____			By whom: _____		
Debtor no: _____		Invoice no: _____			
Asplundh to be emailed this application as an Outlook meeting request, once approved.					