

# 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 circle what type of event you are holding:**

Cultural / Religious / Educational / Sporting

**Where do you wish to display the banners? (Please circle the location):**

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 the banner install / removal is included in the current Council fees and charges.
- 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

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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_