



Temporary Banner Display Guidelines

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Temporary Banner Display Guidelines

- Banners must only be displayed on nominated Shire banner display infrastructure.
- Banners must be constructed of heavy-duty material such as vinyl (no calico or sheeting will be accepted).
- Sponsor advertising including the name and/or logo must not exceed 50% of the total area of the banner.
- A photo image of the banner must be submitted to the Shire for approval.
- The permit holder must install and remove the banner as specified in the letter or email.
- Banners must be removed by 6pm on the final day of the display period, to ensure that other groups are not inconvenienced when they arrive to place their banners.
- The banner must be securely fastened.
- There is a maximum period of 3 weeks hire, after which you must re-apply.
- If using cable ties to secure a banner, all cable ties must be collected and removed from site.
- The banner must be immediately removed on a yellow cyclone alert.

Fees and Charges:

Non-profit rate	\$16.00 per week
Commercial community rate	\$48.00 per week

Confirmation of Bookings:

A booking confirmation letter will be emailed after the Shire has assessed a formal application and invoiced for payment. Cancellation after this time will result in the hirer being liable for cancellation charges.

The booking is not confirmed until invoice is paid and the confirmation letter has been sent by the Shire.

Shire staff will remove any banner displayed on a banner site that does not have Shire of Exmouth approval.

If a banner remains on a site after the expiry date, the hirer will be liable for additional fees.

Enquiries:

Enquires can be directed to Shire of Exmouth Customer Services on 08 9949 3000 or in person.

An application form to display a banner on a banner site must be completed by the applicant and approved by the Shire of Exmouth.

NB: Permits are issued at the discretion of Council. Council may grant a permit, refuse to issue a permit, or cancel a permit which has been issued.

Temporary Banner Display Application

Organisation Name:

Postal Address:

Telephone:

Mobile:

Contact Person:

Email:



Booked Banner Sites:	Maximum Size:	Dates:	Booking No.
Corner Payne & Maidstone			
Pool -panel left	2.5m x 1m		
Pool – panel middle	2.5m x 1m		
Pool – panel right	2.5m x 1m		
Corner Learmonth & Maidstone			
Bank - left	2.5m x 1m		
Bank - right	2.5m x 1m		

All banner applications must be submitted with the following documentation:

- Current \$20,000,000.00 Public Liability Insurance Yes
- Photo image of banner to be displayed Yes

I / we have read the guidelines and conditions and agree to abide by them.

I / we herewith indemnify The Shire of Exmouth against any liability, loss or damage resulting from the placement of the above banner.

Signed:

Date:

OFFICE USE ONLY

Approved:

Date:

Receipt/Invoice: