

Banner Pole Booking Application Community Event

APPLICANT DETAILS

Community Group:	
Contact Person:	
Postal Address:	
Phone Number:	
Email Address:	

EVENT DETAILS

Name of Event:	
Event Location:	
Date of Event:	

BANNER POLE LOCATIONS

Indicate banner pole(s) that you wish to book (please tick):

- Kilcoy 1A** – Intersection William Street and Mary Street, Kilcoy – East
- Kilcoy 1B** – Intersection William Street and Mary Street, Kilcoy – West
- Kilcoy 2** – Intersection D’Aguilar Highway and Showgrounds Road, Kilcoy
- Esk** – Intersection Brisbane Valley Highway and Redbank Street, Esk
- Toogoolawah** – Brisbane Valley Highway, Toogoolawah
- Lowood 1** – Main Street, Lowood
- Lowood 2** – Intersection Main Street and Peace Street, Lowood

BOOKING DATES

Banner poles can only be booked for a maximum period of two weeks immediately prior to your event (from Tuesday to Monday). Please provide booking dates for your event below.

Start Date (Tuesday): _____ **End Date (Monday):** _____

BANNER DROP OFF LOCATION

Banners are required to be dropped off at the following locations on Friday prior to your booking:

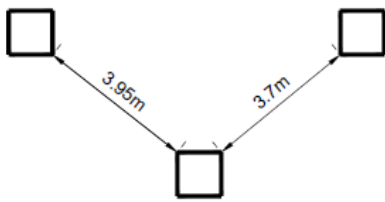
- Kilcoy Banner Poles** – Kilcoy Office, Kennedy Street, Kilcoy
- Esk/Toogoolawah Banner Poles** - Esk Visitor Information Centre, Ipswich Street, Esk
- Lowood Banner Poles** - Lowood Office, Michel Street, Lowood

You will be contacted shortly after the booking end date to advise when your banner is ready for collection. Please note that your banner is required to be collected within five days from notification.

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BANNER POLE DIMENSIONS

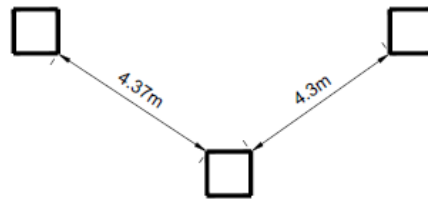
DISTANCE FROM TOP ROPE LOOP
TO BOTTOM ROPE LOOP = 2.1m



POST HEIGHT = 4.1m

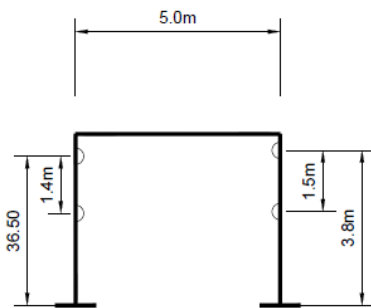
KILCOY
(IN TOWN)

DISTANCE FROM TOP ROPE LOOP
TO BOTTOM ROPE LOOP = 2.15m

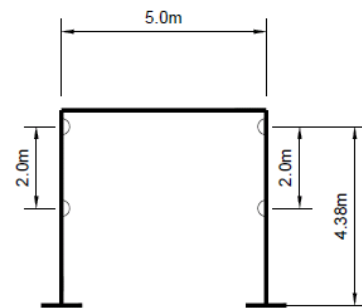


POST HEIGHT = 4.1m

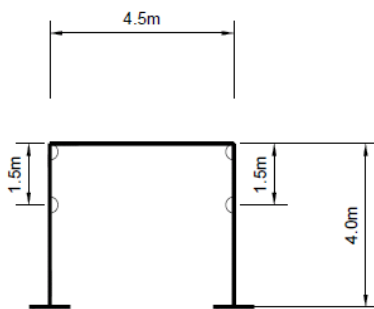
KILCOY
(SHOWGROUNDS)



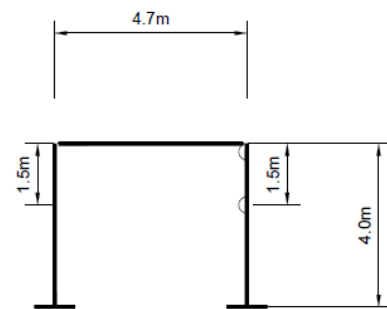
ESK



TOOGOOLAWAH



LOWOOD 1



LOWOOD 2

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TERMS & CONDITIONS OF USE

- Applicants must complete/submit a '**Banner Pole Booking Application**' form, and return the form to Council for consideration and approval.
- Completing the 'Banner Pole Booking Application' does not guarantee the applicant the use of the banner poles requested; and all approvals are subject to banner pole availability.
- Banner poles are only made available by Council to clubs, community organisation and charity events within the region; and commercial advertising on banners is not permitted.
- Please note that Council events and advertising banners have priority over other applicants. However Council will always endeavour to do its best, where possible to ensure banner poles are available to promote community events.
- **Banner poles can only be booked for two weeks (maximum booking period) immediately prior to the applicant's event; and bookings are from Tuesday to Monday.**
- Council may accept, deny or cancel an applicant's application or booking at its discretion.
- Should the banner pole booking no longer be required, the applicant must notify Council of the cancellation at the earliest possible opportunity.
- Banners are required to be dropped off at the nominated location on the Friday immediately prior to the applicant's booking to enable Council to erect on the following Tuesday (booking start date).
- All banners must be tagged with the applicants contact details prior to being dropped off.
- Banners must be of suitable construction and fabricated from good quality materials.
- The applicant should ensure and satisfy themselves that the size of their banner is appropriate to the banner pole location being booked – i.e. banner width does not exceed distance between each pole, banner height allows sufficient clear line of sight and clearance for pedestrians, banner has sufficient eyelets and tying points to secure the banner to the poles.
- Maximum banner size for the Kilcoy Banner Pole is 3m wide x 1.5m high. Banners should have a hook attached to a good quality (5mm) nylon rope so that it can connect to the chain provided.
- Wind holes in large banners are required as the banners will be exposed to wind on both sides. A banner is like a large 'sail' in the wind and can generate huge pressure and tension on banner fixtures and fittings.
- Council reserves the right to reject any banners which are not in good condition, are not supplied with suitable tie points to secure the banner, or not supplied with good quality or sufficient nylon rope or attachment points, or that does not comply with the above requirements.
- Council does not accept any responsibility for banners that are damaged once they have been erected on the poles. Damaged banners will be removed by Council as soon as possible and the applicant will be notified.
- All banners will be removed by Council on the booking end date and returned to the nominated location for pick up (same location where banner was dropped off). The contact person will be phoned to advise when the banner is ready for collection; and the applicant is required to ensure that the banner is collected within five days from notification.
- Please note that failure to collect banners within the timeframe required may impact on any future banner poles bookings made by the applicant for their club, community and charity organisation.
- Please note: Council may vary these terms and conditions of use at any time at its absolute discretion.
- Applicants should also refer to Subordinate Local law No. 1.4 (Installation of Advertising Devices) Community Organisation Sign, which is able to be accessed on Council's website for further information.

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BANNER DETAILS

Please provide description and actual wording on signs (no commercial advertising allowed):

APPLICANT'S AGREEMENT

I consent to the information contained within this application being disclosed to the Somerset Regional Council for the purpose of assessing, administering and monitoring the organisations current and any future Banner Pole Booking Applications.

I/We hereby apply to book one or more banner poles within the region provided by the Somerset Regional Council to promote our community event. I/We confirm that the details provided are correct and agree to fully comply with Somerset Regional Council's terms and conditions of use.

Applicant's Signature: _____ **Date:** _____

Application Received: _____ **Date:** _____

Please forward this form to:

Somerset Regional Council
PO Box 117
ESK QLD 4312
Email: mail@somerset.qld.gov.au

For more information phone Somerset Regional Council on (07) 5424 4000