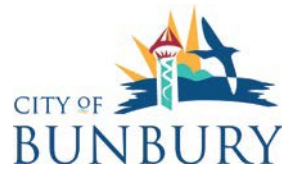


VICTORIA STREET BANNER BOOKING FORM



Prior to completing this form, please arrange a quote from a professional sign writer for the production of your signage, and contact the Events team directly to check availability.

Name of Organisation _____

Contact Name _____

Address _____

Phone _____ Mobile _____

Email Address _____

Name of Event _____ Date of Event _____

You are **required** to provide a copy of your **Public Liability Insurance** and a **diagram of your signage, including exact wording** that will appear on the banner, attached to this application.

The banner can be displayed for a period of two weeks, being installed and removed on a Wednesday.

Date of Installation _____ Date of removal _____

The following conditions apply to the installation and removal of banners on Victoria Street, Bunbury:

- The height of the banner is to be no larger than 900mm.
- The length of the banner is to be 9 meters in total.
- Banners are to be produced with the ropes sewn into the hem along the top and bottom.
- The length of the rope required is 13m total along the top, sewn into the top hem, and 6m extra from each bottom corner.
- A minimum of 10 x 12mm eyelets is required across the top of the banner. This ensures the banner hangs without sagging in the middle and lessens the chance of damage to your banner in strong winds. **Banners without eyelets will not be installed.**
- The cost of installation and removal of the banner is \$240 (GST inclusive). This applies to commercial and not-for-profit groups.
- The hire fee for the banner space is \$50.00 for commercial and \$25.00 for not-for-profit, being for two weeks.
- An invoice will be issued on completion of the booking.

*Please deliver the banner/s to the **City of Bunbury Depot, 10 Sutherland way, Picton one week prior to the installation date and retrieve no later than one week after the removal date.** Depot hours are Monday to Friday 7am to 3.30pm. For enquiries regarding delivery/collection please call (08) 9792 7334 Uncollected banners may be destroyed.*

This form can be filled out by saving it to your computer, completing it electronically, and emailing it to records@bunbury.wa.gov.au. If you do not have an email account, it can be printed out and either submitted in person (4 Stephen Street, Bunbury) or by mail (City of Bunbury, Events/Bookings Officer, PO Box 21, Bunbury WA 6231). For any further enquiries, please call (08) 9792 7216.

Office Use Only			
On Calendar	YES	Installation Date:	Removal Date:
Date Invoice Requested:		Invoice Number:	
Hire Fees			
No of weeks	@ \$	per week = \$	Total: \$
Installation Fee: \$			
Hire fees + installation fees = Total \$			