



**APPLICATION FOR THE PLACEMENT OF BANNERS ON COUNCIL LAND**

**Name / applicant**.....

(On behalf of) **Organisation**.....

**Address**.....

.....

**Postal address:** .....  
*(Only if different to above)*

**Phone:** .....

**Mobile:** .....

**Email:** .....

**Date(s) of the event/promotion:** ..... *(insert day/s and date/s)*

**Date range of banner placement:** .....

Please select which option applies to your organisation from the below, *please note that advertising for commercial businesses is not permitted:*

- The applicant / organisation is a non-profit group using facilities within the Walkerville Council area  
**Or**
- The applicant / organisation is a local group with its core membership or premises in the Walkerville Council area  
**Or**
- The applicant / organisation is a community service group (e.g. Red Cross, Cancer Council, etc.)

How many banners are you requesting to display: .....

Please select your preferred site for the banner(s) to be erected at: *(The last page includes a map of the banner locations)*

- Thiele Reserve** (corner of Northcote Terrace / Stephen Terrace, Gilberton)
- Levi Park oval** (Vale Street, Vale Park)
- Park Terrace** (corner of Walkerville Terrace / Northcote Terrace, Gilberton)
- Robe Terrace** (corner of Main North Road / Robe Terrace, Medindie)
- Willow Bend Reserve** (Ascot Avenue, Vale Park, in front of the tennis courts)
- Creswell Court** (corner of Creswell Court / Stephen Terrace, Gilberton, in front of the Walkerville Lawn Tennis Club)

I hereby seek approval to display banner(s) for the above mentioned organisation.

On behalf of the organisation, I understand and will abide by the following guidelines:

- The banner is a maximum size of 3,050mm wide x 850mm high to fit within the Council frames (it can be smaller).
- The banner site must be booked in advance and bookings are taken on a first in, first serve basis.
- The banners are generally displayed for a two-week period, but can extend to a month, depending on availability.

- Banners are put up and taken down on Mondays (except in the event of a public holiday, where this will then occur on Tuesdays). **Council Officers will put up and take down the banners.**
- Banners must be delivered to the Civic and Community Centre, 66 Walkerville Terrace, Gilberton, no later than the Thursday before the booking commences.
- For banners to be effective, please keep them as simple as possible, while still including the essential information of the event name, date, time, location, contact phone number and website address.
- A copy of the banner design or photo of the banner must be supplied with the application form.
- Banners that are offensive will not be displayed. Administration has full discretion on suitable banners that may be displayed.
- Approval will be provided to the applicant in writing. Council reserves the right to charge an administration fee.
- Banners are displayed at the applicant's own risk. Council is not responsible for stolen or damaged banners, or graffiti on any banners.
- Banners must be collected within two days of the banner being taken down. Any banners not collected will be disposed of at Council's discretion.
- Banners must be collected from the Civic and Community Centre, 66 Walkerville Terrace, Gilberton.
- The applicant will comply with all of Council's existing policies and procedures relating to this matter.

**Signed on behalf of the applicant:**

**Signature** ..... **Name** .....

**Position** ..... **Date** .....

**I have included a copy of the banner design or image of the banner with this application.**

**Council use only**

Approval is granted for.....(name / Applicant) on behalf of..... (organisation) to display banners as indicated above.

**Council Officer Name:** ..... **Signature:**..... **Dated:** .....

Yes/No Copy of banner supplied with application

Yes/No Fee paid (if applicable)

Added to banners booking calendar on intranet

Date banner to be delivered to Council (no later than Thursday before booking commences): .....

Dates banner will be displayed (two weeks): ..... Until: .....

Date banner to be collected from Council (within two days of banner being taken down): .....

Depot notified

Customer request number (if applicable):.....

**Thiele Reserve banner**

**Corner of Northcote Terrace/ Stephen Terrace, Gilberton**

**Robe Terrace banner**

**Corner of Main North Road/ Robe Terrace, Medindie**

**Park Terrace banner**

**Corner of Walkerville Terrace/ Northcote Terrace, Gilberton**

# Town of Walkerville banner locations

**Willow Bend Reserve banner**

**Ascot Avenue, Vale Park, in front of the tennis courts**

**Levi Park Oval banner**

**Vale Street, Vale Park**

**Creswell Court banner**

**Corner of Creswell Court/ Stephen Terrace, Gilberton, in front of the Walkerville Lawn Tennis Club**



TOWN OF

WALKERVILLE

