



Break O'Day  
COUNCIL

# BREAK O'DAY COUNCIL BANNER POLE HIRE APPLICATION FORM

TO BE COMPLETED AND FORWARDED NO LATER THAN 14 WORKING DAYS PRIOR TO REQUIRED HIRE PERIOD

Organisation/Business Name:

Street/PO Box:

Town/City:  Postcode:

Authorised Contact Name & Position held:

Email:

Banner Message Subject:

Dates of Hire Required:

Quality of Poles Required:

Pole Locations Required:

All artwork is subject to approval by Council. Approval should be sought PRIOR to manufacture of your banners. Please refer to the Banner Pole Hire Policy for the procedure to obtain artwork approval.

All Banner Pole Hire and Banner designs and messages are subject to the Break O'Day Council Banner Pole Hire Policy. This document can be accessed through Council's website [www.bodc.tas.gov.au](http://www.bodc.tas.gov.au) or by request from Council's office.

**Applications for Banner Pole Hire are subject to availability.** Once your application has been received, Council will confirm availability for your requested period and requested quantities and locations. Alternatively, Council will discuss alternative options with you should your specific hire period and location/s not be available OR advise non-availability at your required time and/or location/s.

**Payment** for your hire period is required within seven working days of confirmation of your booking. The total amount due will accompany your Notice of Confirmation. Upon receipt of payment, Council will forward you a tax invoice receipt within seven (7) working days. Banner Pole Hire in Break O'Day is \$500.00 (inclusive of GST) per pole. This cost covers any one period of up to one (1) month or part thereof. The charge also covers erection and dismantling by Council staff.

Should you consider your organisation may qualify for a reduction or waiver of these fees, a letter should accompany this application form explaining why you believe there are grounds for any amendment to the fees.

**Banners should be delivered to Break O'Day Council** at least seven (7) working days prior to erection date. Arrangements should be made for collection from there within fourteen (14) days of the end of the display period.

I/We acknowledge that I/we have read and understood the Break O'Day Council Banner Pole Hire Policy and agree to the conditions contained in that document.

Signed for and on behalf of the above organisation:

**A COPY OF YOUR PUBLIC LIABILITY CERTIFICATE OF CURRENCY MUST ACCOMPANY THIS APPLICATION**