

# Community Banner Pole Booking Form



Privacy Notice: Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when Community/Not-for-Profit organisations wish to hire the Community Banner Poles. Form must be submitted 12 weeks prior to advertising. Please note that Community/Not-for Profit organisations are limited to four (4) bookings per year consisting of no more than four (4) week blocks subject to availability.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Customer Details	
Organisation name:	
Contact name:	
First	Middle Last
Postal address:	
Preferred contact number:	Email:
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – Rockhampton, Gracemere, Mount Morgan <i>Email is the standard form of delivery. If this method is unsuitable, please select an alternative.</i>	
Banner Details <i>Please note one banner per organisation allowed. Unless Council approval is granted for additional banners.</i>	
Advertising details:	
Banner location: <input type="checkbox"/> Colts Rugby Union – Moores Creek Road, opposite Kershaw Gardens <i>(banner poles will accommodate banners that are up to 2.5m x 1.1m)</i> <input type="checkbox"/> Colts Rugby Union – Moores Creek Road, opposite Kershaw Gardens <i>(banner poles greater than 2.5m – a Council officer will be in contact to confirm if banner size can be accommodated)</i> <input type="checkbox"/> Stapleton Park – PCYC <i>(banner poles will accommodate banners that are up to 2.5m x 80cm)</i> <input type="checkbox"/> Stapleton Park – PCYC <i>(banner poles greater than 2.5m – a Council officer will be in contact to confirm if banner size can be accommodated)</i>	
Banner booking start date:	Banner booking end date:
Declaration	
<p>I, the Customer, in consideration of Council granting me permission to utilise the community banner poles at the locations and on the dates specified on this booking form ("Banner Poles"), indemnify and agree to keep indemnified Rockhampton Regional Council and their officers, employees, agents and contractors ("Indemnified Parties") against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses ("Claim") arising out of or in any way connected to or resulting from the granting of this permit or my use of the Banner Poles (all of which are referred to as "the indemnified acts or omissions") to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties.</p> <p>I submit this form and declare that the details are correct to the best of my ability.</p>	
Name:	Signature: Date:

<b>OFFICE USE ONLY</b>	Date lodged:	CSO:	Booking reference: BANNER/
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# FACT SHEET

## Community Banners

### Guidelines

- Please contact Council to confirm availability prior to submitting this form on 07 4932 9000.
- Banner poles are for use by Community/Not-for-Profit organisations only.
- Banners can be displayed for only four weeks prior to the event.
- Banners must be removed by 6pm on the last day of the booking.
- Banner bookings will only be accepted three months prior to your event.
- Council reserves the right to remove any unauthorised banners or banners placed in the incorrect approved site.
- Banners are to be made out of nonhazardous material. No metal or hard plastic banners are permitted.
- Banners are to be secured with cable tie or rope only.
- Moores Creek Road (Colts) banner poles will accommodate banners that are up to 2.5m x 1.1m (see sizing diagrams below).
- Stapleton Park (PCYC) banner poles will accommodate banners that are up to 2.5m x 80cm (see sizing diagrams below).
- Please contact Customer Service if your Community Banner is larger than the applicable size as alternative arrangements will need to be made.

### Colts Rugby Union – Moores Creek Road, opposite Kershaw Gardens

(Max 4 Banners – 2.5m x 1.1m)



### Stapleton Park (PCYC)

(Max 4 Banners – 2.5m x 0.8m)

