

PORTABLE BANNER DISPLAY SYSTEMS

Please return form to Wadlata Outback Centre no later than 10 business days prior to date of use by one of the following:-

Hand deliver to:- 41 Flinders Terrace, Port Augusta

Post:- PO Box 2083, Port Augusta SA 5700

Fax:- 8642 4288

For further information or to enquire about availability please call: 8641 9193

Organisation applying to use banner(s): _____

Council Department: ☐ Department Name: _____

Community Organisation/Business/Service Provider: ☐

Contact Person: _____

Position of applicant in Organisation/Council: _____

Postal Address: _____

Phone: _____ Mobile: _____

Fax: _____

Email: _____

Please select the banner(s) that you wish to use by ticking the appropriate box below the photo.

 <p>1. <input type="checkbox"/></p>	 <p>2. <input type="checkbox"/></p>	 <p>3. <input type="checkbox"/></p>	 <p>4. <input type="checkbox"/></p>
 <p>5. <input type="checkbox"/></p>	 <p>6. <input type="checkbox"/></p>	 <p>7. <input type="checkbox"/></p>	 <p>8. <input type="checkbox"/></p>

Banner Specifications:

Banners 1 -4:

0.8m x 2.2m

Material: Vinyl/Canvas

Banners 3 & 4 have 'Port Augusta City Council' printed on them

Banners 5 - 8

0.8m x 2m

Material: Satin/Fabric

EVENT/FUNCTION DETAILS WHERE BANNERS WILL BE USED

EVENT/FUNCTION NAME: _____

DATE(S) & TIMES: _____

LOCATION OF EVENT/FUNCTION: _____

NUMBER OF BANNERS REQUIRED: ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8

COLLECTION/RETURN OF BANNER(S)

On application being approved - banner(s) to be collected/returned from/to Wadlata Outback Centre, 41 Flinders Terrace, Port Augusta.

Please note hours of collection/return are: Collect - Monday to Friday at 10am
Return - Monday to Friday at 9am
No collection/return of banners on Saturday, Sunday or Public Holidays

COLLECTION *(please specify date)*

_____ will collect _____ banners(s)

(Nominated person)

from Wadlata Outback Centre, Port Augusta.

On _____ at 10am

(Day/Date)

Note: Banners to be collected on the day or no earlier than 1 day prior to your even/function

RETURN *(please specify date)*

_____ will return banner(s)

(Nominated person)

to Wadlata Outback Centre, Port Augusta.

On _____ at 9am

(Day/Date)

Note: Banners to be returned ASAP after event/function has been completed i.e. same day or day after event/function - banners not returned within time specified - fee for late return will apply

CONDITIONS OF USE:

1. The portable banner display systems are permitted to be used by all Council Departments.
2. The portable display banner systems are permitted to be used by Community Organisations/Sporting Clubs that are supported by Port Augusta City Council or any other Organisation/Service Provider subject to approval by Council to recognise Councils support for event/function. Applications will be assessed on a case by case basis.
3. "The organisation" will be responsible for the banners' care from the period of collection, during use of banners, up until return of banners. (Late fee will apply if banner(s) are not returned by specified time/date).
4. The Port Augusta City Council has the right to request a Bond from "the Organisation" applying for use of banners. Bond to be paid prior to use of banners and will only be refunded subject to condition being met on return of banners.
5. Professional indemnity for use of banners for events & functions from time of collection, during and until return of banners will be the responsibility of "the organisation" utilising banners.
6. Banners must be returned clean and neatly contained in bags provided (if not returned clean, your organisation will be charged for cleaning costs).
7. Any damage to banners i.e. tears, misplacing of bag, misplacing of pole etc (including stolen whilst in organisation's care) will be the responsibility of the organisation using banners. (Any damage, etc, must be reported to Council staff on return of banners).
8. On return of banner(s) they will be checked for: -
 - All parts accounted for: banner, pole & bag
 - cleanliness
 - Any damage
9. Bookings are for a 24 hour period or longer, subject to approval.

Any damage, loss of banner equipment etc, on return of banners, your organisation will be charged for these costs.

I have read and accept the above conditions (on behalf of "the organisation") for use of Portable Banner Display System(s).

SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

(Organisation) **Granted** ☐ **Denied** ☐

permission to use _____ **Portable Display Banner(s) for** _____
(Event/Function)

on _____
(Date) (Location)

Signed: _____

Date: _____

OFFICE USE ONLY

WADLATA STAFF TO COMPLETE ON RETURN OF BANNERS

ORGANISATION: _____

EVENT/FUNCTION DATE(S): _____

- | | |
|---|--|
| <input type="checkbox"/> Banner 1 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |
| <input type="checkbox"/> Banner 2 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |
| <input type="checkbox"/> Banner 3 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |
| <input type="checkbox"/> Banner 4 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |
| <input type="checkbox"/> Banner 5 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |
| <input type="checkbox"/> Banner 6 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |
| <input type="checkbox"/> Banner 7 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |
| <input type="checkbox"/> Banner 8 = Check banner/pole/bag | <input type="checkbox"/> All there _____ |

Notes: _____

Any Damage:

Costs to cover Damage/Replacements: \$_____