

Bridge Banners Booking Confirmation Form

Booking Confirmation: **For further information, please refer to WSC Guide to Booking Bridge Banners'**

To book Bridge Banners Wentworth Shire based Community Groups **must** contact Customer Service to provide the information to complete this form. Customer Service staff will confirm bookings via a letter to the community group.

Contact Details:

Contact Name	
Community Group Name	
Postal Address	
Daytime Phone	
Email	

Location of Bridge Banners

Wentworth Bridges & George Chaffey Bridge Buronga

Details of Community Event to be advertised

Event Name	
Event Date	
Date(s) for Bridge Banners to be displayed	From: () to () inclusive

No of Bridge Banners provided

☐ Full set 24 ☐ Half Set 12

Customer Service Officer Use Only

Date booking form received	
Date entered into Council Venues Calendar	
Booking Officer	
Booking confirmation letter sent to customer	DOC/ /
Booking Form TRIMMED	DOC/ /
Email Team Leader Civil Projects place 2 x copies of booking form in pigeon hole (Trevor) (outlook calendar invitation not needed)	☐ ☐

A Guide to Booking Wentworth Shire Council Bridge Banners

Wentworth Shire Council is pleased to offer Wentworth Shire based Community Groups the opportunity to advertise Community Events by displaying Banners on its Bridges. This placement and removal of banners is free of charge. The following is a guide to assist you when making a booking.

1.	Location of Bridges						
	Wentworth Bridges & George Chaffey Bridge Buronga						
2.	How to Book Bridge Banners						
	You will be asked to provide the following information to complete the Booking Confirmation form:						
	<table> <tr> <td> - No of bridge banners you have to display – full set (24) or half set (12) </td><td> - Details of Contact Person/Mobile phone number </td></tr> <tr> <td> - Name of event </td><td> - To secure your booking you must be able to provide all of the information required </td></tr> <tr> <td> - Date(s) of event </td><td> - Customer Service will confirm your booking by letter </td></tr> </table>	No of bridge banners you have to display – full set (24) or half set (12)	Details of Contact Person/Mobile phone number	Name of event	To secure your booking you must be able to provide all of the information required	Date(s) of event	Customer Service will confirm your booking by letter
No of bridge banners you have to display – full set (24) or half set (12)	Details of Contact Person/Mobile phone number						
Name of event	To secure your booking you must be able to provide all of the information required						
Date(s) of event	Customer Service will confirm your booking by letter						
3.	Specifications For Banners						
	It is the responsibility of the community group advertising to provide the banners for display.						
	Note: Banners must be purchased from the provider of the FlagTrax Banner Support System: Carroll & Richardson Flagworld, 22 – 24 Miles Street MULGRAVE VIC 3170 - 03 9566 4500 - Wentworth Shire Council strongly suggest you ask the manufacturer Carroll & Richardson about banner care, life & warranty prior to purchase. Banners must be designed with simple clear messages and graphics suitable to the banner medium. <i>Banners outside of the below measurements will not be displayed.</i>						
	Banner Width: 960mm						
	Banner Height: 3000mm						
	Banners must be double sided (mirrored)						
	Banners must be in good condition, clean and as a complete full set of 24 or half set of 12 Artwork & wording on banners must be approved prior to printing by Wentworth Shire Council. Please provide a colour scale drawing of the proposed banner together with a brief description of the purpose of the display. Email council@wentworth.nsw.gov.au						
4.	Days Banners Displayed						
	Providing dates are available and at the discretion of Wentworth Shire Council, banners will be displayed for between 14 – 28 days prior to the event, throughout the event and up to 1 week after the event. Note: Council reserves the right to accept or reject applications and remove banners from display without notice. Furthermore Council reserves the right to prioritize Council and Tourism banners over and above community applications.						
5.	Dropping Off Banners To Be Displayed						
	Council's Store Person will arrange for Council staff to place banners on the Bridge for the dates of your booking. You still need to assist by doing the following: Contact Councils Store Person on 5027 5053 to arrange a time for you to drop off your banners at the WSC Depot in Short Street. Council Depot hours are 7am – 4pm Mon - Fri. Note: <i>It is recommended you arrange to drop banners off three (3) working days before they are due to be displayed.</i> Wentworth Shire Council does not take responsibility for lost, stolen or damaged banners.						
6.	Picking Up Banners After Community Event Is Finished						
	Council staff will remove banners at the end of the booking & take them back to the Wentworth Council Depot. It is your responsibility to contact Council's Store Person to arrange a time for the banners to be collected from the Depot						
	Note: <i>Wentworth Shire Council cannot hold or store banners at the Depot or be held responsible for banners not collected within 21 days after the event finishing.</i>						
	If you have any questions please call Customer Service on 03 5027 5027						

Privacy and Personal Information Protection Notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary and it will not be used for any other purpose without seeking your consent. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our Privacy Management Plan sets out how you can access or correct your personal information. Please visit www.wentworth.nsw.gov.au for a copy of the plan.