

Community Announcement Boards Booking Confirmation Form

Booking Confirmation: **For further information, please refer to 'WSC Guide to Booking Community Announcement Boards'**

To book a community announcement board community groups **must** contact Customer Service to provide the information to complete this form. Customer Service staff will confirm bookings by a letter to the community group.

Contact Details:

Contact Name	
Community Group Name	
Postal Address	
Phone / Mobile / Fax	
Email	

Location of advertising board to be booked (Please tick)

	Wentworth – Fotherby Park
	Buronga – near Rose Garden
	Curlwaa - at bus stop
	Dareton - Sturt Park approaching
	Dareton - Sturt Park leaving

Details of Community event to be advertised

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

Customer Service Officer Use Only

Date booking form received	
Date booking recorded into venue calendar	
Booking Officer	
Booking confirmation letter sent to customer	
Letter and Form TRIMMED	DOC/ /

A Guide to Booking Wentworth Shire Council Community Announcement Boards

Wentworth Shire Council is pleased to offer its community the opportunity to advertise Community Events on one of its Community Announcement Boards. This service is free of charge and includes placement and removal of signage. The following is a guide to assist you when making a booking.

1.	Location of Community Announcement Boards	
	Wentworth - Fotherby Park	Dareton – Sturt Park – Departing Dareton
	Buronga - Near the Rose Garden	Dareton – Sturt Park - Approaching Dareton
	Curlwaa - At Bus stop	
2.	How to Book a Community Announcement Board	
	You will be asked to provide the following information to complete the Booking Confirmation form:	
	- Location of the board(s) you wish announcement to be displayed - Name of event - Date(s) of event - Details of contact person	- To secure your booking you must be able to provide all of the information required - Signage & Lettering specifications - Place contacts mobile on back of sign – for pick up - Customer Service will confirm your booking by letter
3.	Specifications for Signage and Lettering	
	It is the responsibility of the community group advertising to provide the signage for display.	
	Note: <i>Signage outside of the following measurements will not be displayed.</i>	
	Signage Width:	1200mm
	Signage Height:	900mm
	Lettering specifications:	90mm – 110mm in height
	 Wording on the signage should only contain the following information: (1) Name of the Community Event. (2) Date(s) and Time(s) of the Event (3) Location of Community Event.	
4.	Days Signage Displayed	
	Community announcement signage will be displayed for between 14 – 21 days prior to the event and throughout the event.	
5.	Dropping off Signage to be Displayed	
	Council's Store Person will arrange for Council staff to place your signage on the nominated board(s) 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 signage at the WSC Depot in Short Street. Council Depot hours are 7.30am – 4.30pm except in summer when hours are 7am – 4pm.	
	Note: <i>It is recommended you arrange to drop the signage off 5 working days before it is due to be displayed..</i>	
6.	Picking up Signage after Community event is finished	
	Council staff will remove signage at the end of the booking & take it back to the Council Depot. It is your responsibility to contact Council's Store Person to arrange a time for the sign to be collected from the Depot	
	Note: <i>Council cannot hold or store signage at the Depot or be held responsible for signage not collected within 21 days after the event finishing.</i>	
	If you have any questions, please call Customer Service on 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.