

**RETURN COMPLETED FORM TO:**  
[marketing@hobartcity.com.au](mailto:marketing@hobartcity.com.au)  
Town Hall, 50 Macquarie Street, Hobart



## EVENT SIGNAGE

NAME OF ORGANISATION: .....

CONTACT NAME:.....

POSTAL ADDRESS: .....

STREET ADDRESS: .....

.....

PHONE: (BH)..... (M).....

EMAIL: .....

### **Event Details**

EVENT TITLE: .....

EVENT LOCATION: .....

*(Event must be held within the Hobart municipality)*

DATE OF EVENT: .....

### **Signage Details**

LOCATION OF SIGNBOARDS: A sign will be placed on both signboards located at Tasman Highway (just below the Cenotaph) and Brooker Highway (near Rugby Park).

SIGNAGE INSTALLATION DATE:.....

SIGNAGE TAKEDOWN DATE:.....

*(Signage will be installed and removed as close to the above dates as possible).*

*(Maximum display period allowed is 4 weeks).*

WORDING FOR SIGNAGE:

Please print very carefully. Maximum of 40 characters (this includes spaces).

**DO NOT** include date, logos or images. (eg "The Taste of Tasmania – Princes Wharf 1")

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EVENT DATE:

The event date will be displayed in the format of "day month" (eg 1 March), and will be placed at the end of the line.

# Terms and Conditions

1. Event Signage is located on two signboards – one on Tasman Highway near the Cenotaph/Boral concrete yard and the other on Brooker Highway near Rugby Park.
2. All other signage is illegal, except for areas controlled by State Government (eg Southern Outlet).
3. Approval will only be given to external subscribers who are non-profit organisations or groups advertising a local, charitable or significant community event. The event must be held within the Hobart municipality.
4. Bookings are to be lodged at least 14 days prior to the required installation date. Bookings received within 14 days may not be considered.
5. All cancellations are to be in writing, and must be made prior to approval of the proof. Refunds may not be given once the application has been approved.
6. Signs will be displayed for a maximum period of four weeks only. They will be removed at the earliest convenience to the Hobart City Council's agreed removal date with the installer, following the conclusion of the event.
7. A fee of **\$300.00 per booking (inc GST)** applies. This is based on the standard colour of a silver background with black text. Other colours and font preferences may attract an additional fee up to \$50.00. Additional lines (maximum of 4 lines per booking) are \$150.00 per line.
8. An invoice will be issued in due course, once the application has been approved.
9. Signage must be approved by the Communications and Marketing Division prior to production and comply with size restrictions.
10. The Hobart City Council reserves the right to override a particular booking should this be necessary for civic purposes. All reasonable steps will be taken by Council to accommodate alternative dates of any user whose signage is interrupted for civic purposes, and any change over costs will be met by Council.
11. **Council Events Only** – By providing this account number.....  
I give permission for the Communications and Marketing Division to use the above account number for invoicing purposes.

## DECLARATION

I/We acknowledge and agree to abide by the conditions on this form and any other conditions that may be advised throughout the booking process.

Applicant's Name: .....

Applicant's Signature: ..... Date: .....