

# Special event signage booking application



## When to use this form

Use this form if you would like to apply to have signage displayed on the special event signage boards on the main entrance ways to the City.

Before you complete this application please contact the City Activation Unit on 6238 2890 to check availability for your preferred dates.

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## Applicant details

Contact person first name Required

Contact person last name Required

Organisation or business name Required

Email address Required

Telephone number Required

Street address Required

Postal address (if different to above)

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## Event and signage details

What is the event name? Required

Where will the event be held? Required

What is the date of the event? Required

D	D	M	M	Y	Y	Y	Y
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Please provide the wording you would like on the sign (maximum of 40 characters, including spaces. Do not include date, logos or images) Required

Installation date Required

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Removal date Required

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Signage will be installed and removed as close to the nominated dates as possible.

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## Terms and conditions

- Event Signage is located on two signboards - one on the Tasman Highway down from the Cenotaph and the other on the Brooker Highway near Rugby Park.
- All other signage is illegal, except for areas controlled by State Government (e.g. Southern Outlet).
- 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 municipal area.
- Bookings are to be submitted at least 14 days prior to the required installation date. Bookings received within 14 days may not be considered.
- All cancellations are to be in writing.
- Signs will be displayed for a maximum period of four weeks only. They will be removed at the earliest convenience to the City of Hobart's agreed removal date with the installer, following the conclusion of the event.
- A fee of \$300 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. Additional lines (maximum of 4 lines per booking) are \$150 per line.
- An invoice will be issued in due course, once the application has been approved.
- The City of Hobart reserves the right to override a particular booking should this be necessary. All reasonable steps will be taken by Council to accommodate alternative dates of any user whose signage is interrupted, and any change over costs will be met by the City of Hobart.

## Declaration

**In making this application: (Select 1 or more options)**

- I have read and agree to abide by the terms and conditions above and any other conditions that may be associated with my permit. Required
- I agree that by typing my name below I have signed this application. Required

**Name of signatory** Required

**Date** Required

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