

# Street banner booking application



## When to use this form

Use this form if you would like to apply for the street banners program.

As part of the application process you are required to have Public Liability Insurance, providing us with a copy of the Certificate of Currency attached to this application.

There are several steps involved in completing a booking application that need to be done in the order that is indicated. For further information on this please visit our [website https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Banners-and-signage](https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Banners-and-signage).

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

## Applicant details

Contact person first name Required

Contact person last name Required

Organisation or business name Required

Email address Required

Telephone number Required

## Address

Unit/street number Required

Street name Required

Suburb Required

Postcode Required

Postal address (if different to above)

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## Event details

What is the title of the event? Required

Date of installation Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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**Date of removal** Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Please note bookings cannot exceed two consecutive weeks.

**Where would you like the banners installed? (Select 1 or more options)** Required

- Collins Street (between Murray and Victoria Streets)
- Murray Street (between Liverpool and Collins Streets)

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## Terms and conditions

- The hirer is required to contact the building owners (from which the banners hang) to gain their approval for the banner to be displayed.
- The hirer is required to contact Insight Banners to arrange for the manufacture, installation and removal of banners. Insight Banners can also provide the banner specifications.
- The Insight Banners form is to be completed and forwarded directly to Insight Banners.
- The hirer is required to have current Public Liability Insurance cover and must attach a copy of their Certificate of Currency to this application.
- The City of Hobart manages the booking schedule only and has no other involvement in the booking process.
- All cancellations are required to be in writing.
- 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.


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## Declaration

**(Select 1 option)** Required

- I have attached a copy of my Certificate of Currency below

**Certificate of Currency (for Public Liability Insurance)**

 Please attach all files to the end of this form before submitting it.

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

- I have read and agree to abide by the terms and conditions listed above and any other conditions associated with my booking. Required
- I agree that by typing my name below I have signed this form. Required

Name of signatory Required

Date Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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For information on how Council manages, handles and protects information it collects please refer to the [Privacy Statement and Policy](https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement)  
<https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement>.

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*End of form*

*Don't forget to attach all files before submitting this form*