

POSTER APPLICATION FORM

Church Street Rotunda Sign



Event Information

Name of event/activity*

*must be a not-for-profit event or activity

Requested timeframe for installation

Please note 1 week minimum, 4 weeks maximum installation periods apply.

From (Date - day one of installation) _____ To (Date - final day of installation) _____

Contact details

Name _____ M _____

Event/Organisation _____

Email _____ Date submitted _____

Terms and conditions

Event organiser will:

- Confirm availability of the space following submission of this form prior to arranging production
- Arrange and meet costs of the design and production of the poster to the following specifications: **1420 (W) x 1240 (H)**
- Ensure that the poster is water proof
- Arrange installation of the poster by close of business on *day one* (as stated above)
- Arrange removal of the poster by close of business on *final day* (as stated above)
- Arrange to meet a Council representative at the site to assist with the erection of the poster by telephoning 6801 4451.

Dubbo City Council will:

- Provide use of the Church Street Rotunda Sign at its discretion, free-of-charge.
- Have the right of refusal based on the nature of the event; demand and appropriateness of the event/activity or design content.
- Consider this request and advise within five (5) working days by email stated above.