

**EXMOUTH TOWN COUNCIL – CATENARY WIRE BANNERS**

**APPLICATION FOR DISPLAY OF BANNERS etc. OVER THE PUBLIC HIGHWAY**

**Complete ONE form for each banner.** Please read the conditions carefully before submitting. Please **TYPE** (*in the Grey highlighted areas*), or write in **BLACK INK and BLOCK CAPITALS.**

I (*name*):

On behalf of (*company / organisation*):

Hereby apply for permission to place a BANNER across (*please name road/location i.e. Parade (Baileys/Stocks & Co*):

Available catenary locations are as follows:

|  |
| --- |
| St Andrews rd (Town Hall-Prezzos) |
| Parade (Baileys-Stocks & Co) |
| Parade (Iceland-Consol tanning)  Rolle st/Parade roundabout (Antonios-Minnies) |
| Magnolia Centre (Coffee shop/bakery-New Look) |
| Rolle st (Roomers-Graham Sykes) |
| Rolle st (Carters Electrical-Bradleys) |
| Rolle st (Master Fryer-Stratton Creber) |

for the purpose of:

Erection to take place on:

& Removal on:

Orders must be placed in writing a minimum of one week prior to display date and to include detailed confirmation of sites, dates and invoice address with contact name and telephone numbers.

Maximum display period of one month

**BANNER PRICES & CONDITIONS 2015**

One Banner erected and dismantled on existing Centenary Wire pairs (Exmouth): - £100.00 (2 weeks). £150.00 (1 month)

Payment terms – Cash with order for new and payment against invoice for existing customers.

\*SPECIAL NOTE – THE ERECTION METHOD OF ALL OVERHEAD BANNERS IS DESIGNED TO “GIVE” IN HIGH WINDS TO PROTECT THE BUILDING FIXINGS. THIS MAY RESULT IN DAMAGE TO YOUR BANNER WHICH SHOULD WRAP AROUND THE TOP WIRE, BUT REMAIN IN-SITU.

**The above services are conditional on –**

1. **Banners being constructed to withstand erection method and location exposure. Material must be of a strong, blow through, mesh variety, not heavy-duty vinyl. All banners must be fitted with strong METAL eyelets along the top and bottom. No larger than 4.5m long and 1m deep.**

2. Erection and dismantling times are subject to weather conditions and Platform availability (although we always have and always will endeavour to satisfy your scheduled requirements)

3. Responsibility passes to the customer whilst the banner remains in situ. Customer to insure.

4. Banners must not contain commercial advertising (other than approved ‘named’ sponsorship). In addition, the banner must be of clean material. We would also ask that the banner be professionally sign-written and that **the lettering must not be less than 200mm in height** (approximately 8 inches).

5. In the event of any display not fulfilling any of the above conditions, the responsible Technical Services Officer is entitled to require removal or repair of the offending display within three days and, should the period of notice pass without effective action, the necessary work will be ordered by the Head of Technical Services and the costs incurred returned to the applicant.

6. Delivery address for banners:

Exmouth Town Hall (Suzanne Birkett)

**I UNDERSTAND THE TERMS AND CONDITIONS STATED ABOVE AND AGREE TO BE BOUND BY THEM *(please tick)*** *(double-click in box and select checked’)*

Signed:

*Typed/Electronic/Digital Signature accepted*

Date:

Address:

Postcode:

E-Mail:

Phone:

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Please e-mail the completed form to: **townmanagement@exmouth.gov.uk**

Or if returning by post; please return to:

**Banner Bookings**

**Suzanne Birkett**

**Exmouth Town Council**

**44 Rolle street**

**Exmouth**

**EX8 2SH**

If you require help completing the form please contact us at the above address, call **01395 276167** or email us at **townmanagement@exmouth.gov.uk**