

COMMUNITY EVENTS NOTICE BOARDS PROCEDURE & GUIDELINES

INTRODUCTION

Bellingen Shire Council has 2 Community Events Notice Boards for use on the eastern and western approaches to Bellingen along Waterfall Way, the main thoroughfare through Bellingen.

The Community Events Notice Boards are an effective means of creating a strong visual presence and will allow organisers to promote community events only (such as festivals, school fetes, markets etc) to residents and visitors travelling through Bellingen.

Bellingen Shire Council has established this Policy and Guidelines for the use of the Community Event Notice Boards to ensure effectiveness and safety.

DESIGN GUIDELINES

The Notice Boards are deemed to be for use to advertise community events and functions only and are not to be used for commercial purposes, or advertising for products or services.

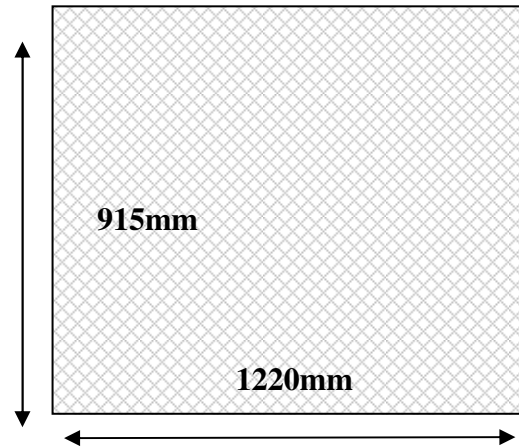
Signs are not to have any commercial, racist, immoral or other advertising content. Signs will be removed by Council if such content is displayed.

For maximum effectiveness of design, use only: -

- One bold, simple image or design;
- Very large font size, legible from a distance;
- Colours that guarantee visibility against both sky and landscape;
- Include title, date and venue name only (other information detracts & clutters);
- Text as part of the established image or logo of the event;
- Avoid montages, slogans and extended text.

SIGNAGE DETAILS

The notice board dimensions are 1220mm wide by 915mm long therefore signs must fit within these measurements.



Signs must have a fixing system on all four corners to enable them to be hung from a wire mesh screen, yet be able to withstand wind and other natural events.

Signs remain the property of the community event organisers & can be reused providing they are deemed in good condition by Bellingen Shire Council. Council does not accept any responsibility for lost, stolen or damaged signs.

INSURANCE

All Notice Board users must have Public Liability Insurance for \$10 million and **include both of the following as interested parties –**

- **Bellingen Shire Council; and**
- **NSW Department Of Education Communities – Schools, North Coast Region;**

BOOKINGS

Application forms for the Bellingen Shire Community Events Notice Boards are available from Council's Customer Service Centre or from Council's website www.bellingen.nsw.gov.au

Bookings should be made well in advance of the required date of use to ensure availability. Applications must be received at least **2 weeks before the date of use**. Signs can be displayed for 1 week prior to the event on the Notice Boards, longer if the booking schedule allows.

Bookings will be confirmed only if:

- the booking dates required are available, and
- a copy of your current certificate of Public Liability Insurance is attached to your booking form.

Should the required date(s) already be reserved, Council offers the use of the back of the Notice Boards. Organisations that have a permanent booking in place may be required to forgo their booking for a week or weeks where a one-off event/booking is requested. Should this be required, written notification will be provided.

INSTALLATION & REMOVAL

All users are responsible for the installation and removal of signs with removal required within 24 hours of the completion of the event.

Council reserves the right to remove signs not taken down within this time frame with users collecting the signs from Council's Customer Service Centre in Hyde Street Bellingen.

General Enquiries and Bookings

Email: council@bellingen.nsw.gov.au

Web: www.bellingen.nsw.gov.au

Phone: (02) 6655 7300