

EVENT POSTER APPLICATION FORM

Cyril Flood Rotunda Sign

Event Information

Name of event _____

Estimated number of participants/ spectators _____ Number of days event is held _____

Event description _____

Requested timeframe for installation (please note 1 week minimum, 4 weeks maximum period applies)

From (Date - *day one*) _____ To (Date - *final day*) _____

Contact details

Name _____ P _____ M _____

Email _____ Date submitted _____

Terms and conditions

Event organiser will:

- Arrange and meet costs of the design of the poster to the following specifications: (W) 1300mm x (H) 1100mm
- Ensure that the poster is water proof with an adhesive type backing
- Include Dubbo City Council logo on the poster artwork
- Submit to Dubbo City Council for approval at least one week prior to installation. *Please note this is at a minimum to secure a booking advance notice of 3 months is preferred.*
- Arrange and meet all costs of the production of the poster to the above specifications
- 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)

Dubbo City Council will:

- Provide use of the Cyril Flood Rotunda Sign at its discretion, free-of-charge.
- Provide the sign to events deemed to have the potential to attract visitors to Dubbo; and those of significant interest to the community.
- Have the right of refusal based on the nature of the event; demand and appropriateness of the event or design content.
- Consider this request and advise within five (5) working days by email stated above.
- Assist organisation to install poster if required

Applications must be submitted no less than 4 weeks prior to the event.

Submitted by (name) _____

Signature _____ Date: _____

Please return this form to:

Lana Willetts
e: lane.willetts@dubbo.nsw.gov.au
f: 6801 4451

Enquiries:

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