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W | [www.swek.wa.gov.au](http://www.swek.wa.gov.au)

8.00am - 4.00pm MON - FRI

# Banner Pole Hire Application

This form is for the purpose of requesting permission to display banners on the Shire of Wyndham East Kimberley's banner poles, located in Messmate Drive Kununurra and Great Northern Highway Wyndham.

The Shire of Wyndham East Kimberley banner sites are available for use by organisations wishing to publicise forthcoming events, activities or campaigns approved by the Shire.

Events to be promoted on the Shire's banner poles must be:

- An event run by a not-for-profit organisation;
- An event run by a government organisation that is of interest to the general public; or
- A major event that promotes and attracts large numbers of local, interstate and overseas visitors to the Shire of Wyndham East Kimberley.

The minimum hire period for banner poles is one week per booking, with the maximum booking period being four weeks, unless otherwise approved. The booking period is from Friday to Friday. Bookings can be made up to one year in advance. Bookings from 1 March - 31 May are reserved for the Ord Valley Muster.

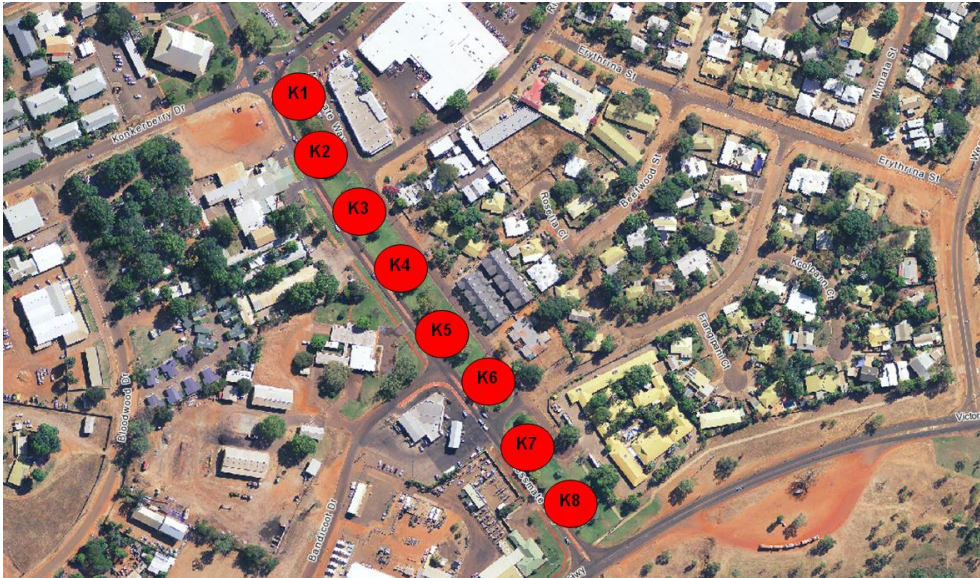
The Banner Pole Hire Application must be completed and submitted, along with the proposed banner design/s, to the Shire a minimum of three months prior to the proposed period of use. Public Liability Insurance to a value not less than \$10 Million must be included. Detailed information can be found within the Shire of Wyndham East Kimberley's Hire of Banner Pole Policy.

For further information or queries please contact the Shire's Community Development Officer on [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au) or 08 9168 4100.

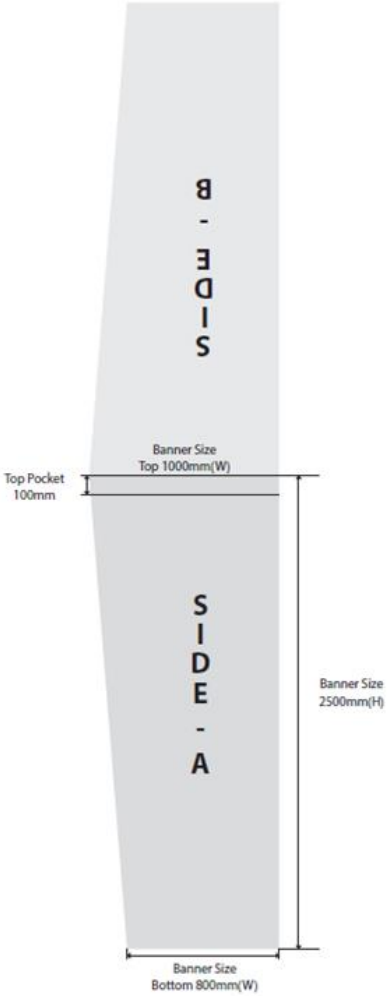
# Kununurra Banner Poles

## Banner Pole Locations

The Banner Poles within Kununurra are located on the grassed strip on Messmate Drive. Locations and Pole IDs can be found in the below diagram.



## Kununurra Banner Specifications



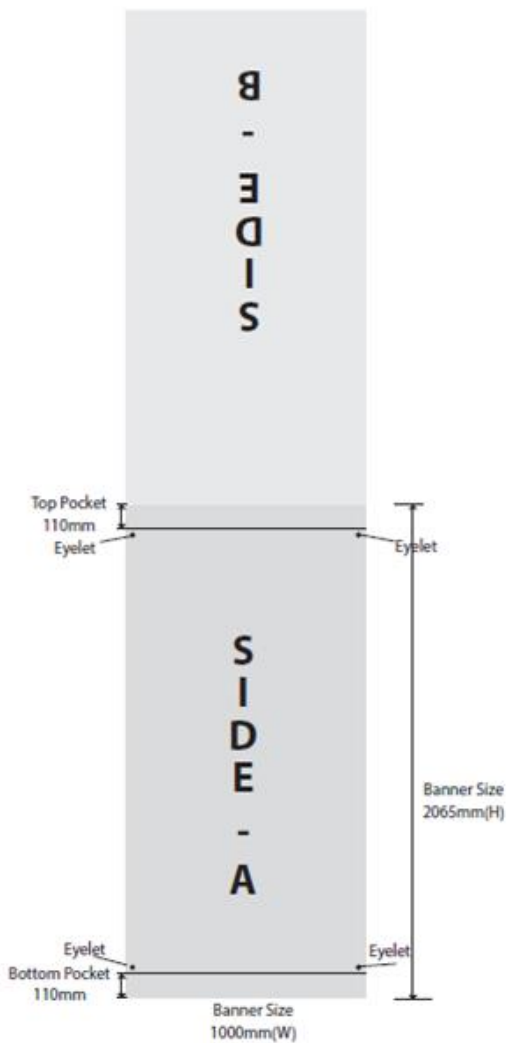
# Wyndham Banner Poles

## Banner Pole Locations

The Banner Poles within Wyndham are located on Great Northern Highway as you enter the town. Locations and Pole IDs can be found in the below diagram.



## Wyndham Banner Specifications



## 1. APPLICANT

Organisation Name					
Contact Name					
Postal address					
Residential address					
Home phone		Work phone		Mobile	
Email					

## 2. APPLICATION DETAILS

Required Banner Pole/s:	
Date/s Required: Note. Bookings are Friday to Friday	
<i>Please note:</i> Applicants must ensure Banner Designs are included within the application submission.	

# 2019 Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Federal Holidays 2019

Jan 1	New Year's Day	May 27	Memorial Day	Oct 14	Columbus Day	Dec 25	Christmas Day
Jan 21	Martin Luther King Day	Jul 4	Independence Day	Nov 11	Veterans Day		
Feb 18	Presidents' Day	Sep 2	Labor Day	Nov 28	Thanksgiving Day		

**Conditions of Hire**

I / we acknowledge and accept the guidelines and conditions set out in Shire of Wyndham East Kimberley’s Banner Pole Hire Application and agree to comply with the following conditions. Approved hirers of the Shire’s recreation facilities not abiding by the conditions of hire, risk future bookings being cancelled and no further bookings being accepted; this includes all recognised primary users of Shire Banner Poles.

1. Banners are only permitted where existing banner poles have been erected. No other banner locations will be permitted.
2. Banners must conform to the size requirement / guidelines of the banner support design. The material used must be of sufficient durability to conform to the location and environmental conditions.
3. Banners must be maintained to a good standard throughout the course of display. Any banner that has a neglected, shabby appearance will be removed by Shire officers at the applicant’s expense.
4. Banners must be firmly in place in accordance with the appropriate fixing procedures signed for the hanging system. Failure to do so will result the Shire to removing the banner.
5. Banners must be installed in accordance with the legal requirements applicable to that location. E.g. Traffic Management.
6. Under no circumstances should a commercial sponsor be advertised on more than 20% of the total banner area.
7. Note: Specific conditions of hire may apply, which if applicable, will be outlined in the confirmation letter.

**Declaration**

I ..... acknowledge that the information supplied on this application is true and correct, and that I have read and agree to the above Conditions of Hire.

.....

Applicant Signature                      Date        /        /

**OFFICE USE ONLY**

**3. APPROVAL**

Banner Pole Hire Application approved		Y <input type="checkbox"/> N <input type="checkbox"/>
Approving Officer Name		
Approving Officer Title		

.....

Approving Officer Signature                      Date        /        /