



BANANA SHIRE COUNCIL

Procedure

TITLE	PROMOTIONAL EQUIPMENT PROCEDURE
RELATES TO POLICY	PROMOTIONAL EQUIPMENT POLICY
APPROVED BY CEO	28/01/2015
REVIEWED/AMENDED	29/06/2016

PROCEDURE

General Conditions – Council Promotional Equipment

- Applications are to be submitted on the approved application form in sufficient time for Council staff to assess the application.
- Council use has precedence. The Council promotional equipment will be available for hire only at times when it is not required for use by Banana Shire Council.
- Promotional Equipment is only to be used within Banana Shire with specific approval of Council.
- The promotional equipment is only available for hire by community groups for a community purpose.
- The promotional equipment is not available for hire by businesses or individuals for private use.
- Council reserves the right to accept or reject applications and no further correspondence will be entered into.
- The acceptance of applications is delegated to the Chief Executive Office or an Officer designated by the Chief Executive Officer.
- Applicants are to indemnify Council against any public liability arising from their actions in regards to the hire and use of Council's promotional equipment. Council's Indemnity Form is to be completed by the applicant.
- The applicant is to have, and retain over the hiring period, Public Liability Insurance to a minimum value of \$20M which covers the use of the promotional equipment.
- Booking and payment of fees and charges are to be made through Council's Customer Service Centres.
- All hiring fees and charges, including bond and staff costs for erection and dismantling the promotional equipment if applicable, are to be paid prior to collection or delivery of equipment.
- The hire rate is in accordance with Council's current Cost-recovery Fees and Commercial Charges Register at the time of use. The Cost-recovery Fees and Commercial Charges Register can be found on Council's website www.banana.qld.gov.au.

- Upon return, Council's promotional equipment is to be inspected for damage. Any costs resulting from loss or damage to Council's promotional equipment during the hiring period will be the responsibility of the hirer for reimbursement to Council.
- Bond fees will be refunded when goods are returned undamaged.
- The hirer is responsible for compliance with any Federal or State legislation and Council's Local Laws with regards to the erection and use of any council promotional equipment.
- Banana Shire Council is to be acknowledged as the supplier of the promotional equipment in any press release, advertisement or other document advertising, or acknowledging contributions to the event.
- All equipment is to be collected from and returned to the Banana Shire Council Biloela Administration Centre, 62 Valentine Plains Road, during normal working hours unless otherwise approved.
- Promotional Equipment listed as being available for hire is subject to change at any time at the discretion of Council.

Specific Conditions – Cinema Kit

- Council staff may be available to erect and dismantle the cinema kit at an additional cost to the hirer. If Council undertakes to erect and dismantle the cinema kit, the applicant organisation is required to provide at least one other person to assist.
- The hirer is responsible for ensuring compliance with the Commonwealth Copyright Act and obtaining a licence for public display. Any costs associated therewith or hire fees for electronic data are the responsibility of the hirer.
- The cinema kit is only to be erected, operated and dismantled in accordance with the manual/guidelines issued by Council.
- The nominated person is to be instructed by a relevant Council officer on the erection, operation and dismantling of the cinema kit prior to the event.
- A cancellation fee as per Council's Cost-recovery Fees & Commercial Charges Register will apply under any circumstance to cover administration costs and may apply to cover costs associated with preparing the equipment for hire.

Specific Conditions - Display Boards

- The maximum hire period for the Board/(s) is fourteen (14) days unless otherwise approved.
- The Hirer acknowledges that failure to return the Board/(s) within the indicated period, without obtaining approval for a longer hire period, may result in forfeiture of the deposit.
- The Hirer acknowledges that in using the Boards, the Hirer does not act as agent of the Council or under any authority conferred by the Council.

Specific Conditions - Street Banners

- Banners and flags may be displayed for a period not exceeding twenty-eight (28) days and will be removed no later than the weekend following the conclusion of the event/activity being promoted.
- All artwork on banners is to be submitted to Council for approval prior to printing. The Application must include a colour scale drawing of the proposed banner/s.
- Banners should not contain provocative or offensive emblems or slogans.
- Council will not support general/generic advertising messages for products or services.

- Applicant is to indemnify Council against any loss or damage to banners during the period of display.

Specific Conditions - Promotional Tent

- The tent is to be collected from and returned to the Banana Shire Council Depot in Biloela during normal working hours.
- Upon pick up and return of the tent, the applicant must be able to assist the Council officer on the erection and dismantling of the tent to inspect for any damage.

Specific Conditions – PA system Taroom

- The PA System is to be collected from and returned to the Banana Shire Council Taroom Administration Centre in Yaldwyn Street during normal working hours.

APPROVED

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**CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL**

15. 7. 16
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DATE