

Banner Booking Application Form

If you need help lodging your form, contact us		
Email	OpenSpaceBookings@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly	Dee Why
	Town Hall, 1 Belgrave Street	Civic Centre, 725 Pittwater Road
	Manly NSW 2095	Dee Why NSW 2099
	Mona Vale	Avalon
	1 Park Street	59A Old Barrenjoey Road
	Mona Vale NSW 2103	Avalon Beach NSW 2107

Office use only	
Form ID	4001
TRIM Ref.	
Last updated	June 2023
Business unit	Parks and Recreation

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Applicant Details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.			
Title	Mr	Mrs	Ms Other
Family name			
Full given names (no initials or ACN)			
Postal Address			
Suburb		Postcode	
Phone		Alternate	
Mobile		Fax	
Email			
Name of Organisation/Group (if applicable)			
Type of organisation / Group	Private / Commercial	Charity/Not For Profit (please attach proof of status)	

Part 2: Booking Details

Dates Required (max. 2 weeks only)			
Banner location you wish to book (maximum of 3 banners per request):			
Condamine St Fence Brookvale (corner of Pittwater Rd and Condamine St) Width 2.50m x Max. Height 0.75m		Kitchener Park Mona Vale (eastern side at Mona Vale Road intersect) Width 4.00m x Max. Height 1.50m	
The Avenue Newport (Barrenjoey Rd - top of hill near The Avenue) Width 4.00m x Max. Height 1.50m		Village Park Mona Vale (corner of Barrenjoey Rd and Pittwater Rd) Width 4.00m x Max. Height 1.50m	
Oliver Street Freshwater (Oliver St Hill – on poles before Lawrence St) Width 3.00m x Max. Height 1.50m		Wakehurst Parkway North Narrabeen (eastern side of Pittwater Rd intersect) Width 4.00m x Max. Height 1.40m	
Barrenjoey Road Avalon (adjacent to the entry of the beach car park) Width 4.00m x Max. Height 1.50m		Neptune Road Newport (beach side of Barrenjoey Rd at Neptune Rd) Width 4.00m x Max. Height 1.50m	
What is the purpose or focus of this banner?			
Information about the event (how does it support the community)			

Part 3: Fees and Payment

A booking fee will be set in line with Northern Beaches Council Fees and Charges. Once an application has been processed a rental contract and invoice will be forwarded to the applicant. This will outline all fees and charges as well as the conditions of hire which the approval will be based upon. Adherence to these conditions is essential.

The payment method information will be included with the rental contract and invoice. Please do not provide any payments with this application.

Part 4: Booking Information and Conditions

- Banners are only to be placed at the locations listed on the rental contract.
- The banners are placed on the available poles at each of the stated locations, not to any other structure or trees.
- Approval for use of the Condamine Street location is for use of the fence only.
- Either write the dates of your 14 day booking on the back of the banner in permanent marker or place a copy of the contract in a plastic sleeve and attach to the back of the banner. This will enable others to see the validity of your booking.
- At locations that have multiple banner spots available please place the banner on the highest available position to ensure all banners can fit.
- If there is no space at the site on the first day of your booking you may take down any banner that no longer has approval from that date. The dates should be located on the back of each banner. Contact the Reserve Booking office if there are no dates on the banner or if there appears to be no space for your banner. The Reserve Bookings officer will inform you as to which banner may be taken down. Please fold the older banners up and place at the location.
- It is your responsibility to remove the banner/s by end of the rental period and pick up any removed banners. Council takes no responsibility for the loss of or damage to a banner.
- Banner/s applications from commercial operators advertising commercial activities will only be accepted where the event is perceived to be of benefit to the general Northern Beaches Community.
- Any banners erected without approval or left onsite beyond the approval rental period may be impounded and be released for a fee.

Part 5: Declaration

	I confirm that all the details are correct		
	In signing this form I acknowledge that I have read and accepted the booking information and conditions as listed on the back of this form.		
Signature		Date	