

**Application for permission to have an advertising banner / sign
on Bridgnorth Town Council Property**

Applicant Details			
Name and Title			
Address			
Post Code:			
Telephone numbers:	Home		
	Business		
	Mobile		
e-mail:			
Organisation/ business name			
General Description of advertising banner / sign			
Height	Width	Material	Other comments
Wording:			
Location requested	Town Hall – external wall	Severn Park Railings	Other: (Contact Town Council offices prior to completing form)
Dates required	From:	To:	
I acknowledge that I/we agree to the general terms and conditions regarding the displaying of advertisements as published by the Town Council (or the Town Clerk or another appropriate officer of the Town Council).			
Signature:		Date:	
Town Council Admin use:			
Outdoor Property manager recommendation / identify staff availability:			
Approved / Declined		Invoice Raised (No):	
Agreed fee (amount) _____		Date paid:	
Applicant notified:			

Terms and Conditions:

These terms and conditions are intended to provide for reasonable guidance. Where there is a lack of clarity or a novel situation arises then the Town Clerk or the relevant Council officer is authorised to use their discretion.

1. It is the applicant's responsibility to provide to the Town Council the banner/ sign to be erected at least 3 clear days before it is required.
2. The agreed fee is to be paid in advance of any installation.
3. Should the banner/sign's condition deteriorate during the agreed display time the Town Council reserves the right to remove it immediately, without refunding any part period booked for display but not used.
4. The Town Council reserves the right to refuse erect any banner/ sign that is: unkempt, advertises in appropriate events.
5. The Town Council has the right to refuse any application without the need to explain.
6. The Town Council reserves the right to take down early than agreed any sign/banner if there is an overriding civic reason. Should this occur then a full refund will be given.
7. The applicant must collect the banner/sign within 2 weeks of it being taken down. After such time the Council will not continue to hold or store any banner/sign.

Fees:

Town Hall:

- £40 booking fee (to put up and install) plus £15 per week fee (or £3 per day for part weeks) – up to a maximum of 3 weeks.

Severn Park:

- £10 booking fee if they put it up themselves and £7 per week (or £2 per day for part weeks) rental up to 3 weeks.
- £25 booking fee if Council staff asked to affix advertisement and £7 per week (or £2 per day for part weeks) rental.

Other Sites: By negotiation, but within levels close to those for Town Hall / Severn Park.