



Banner Policy

Adopted on November 21st, 2022

The following guidelines are to assist promoters of events/services in determining whether a banner will be permitted on the fences of Fernwood Village Hall.

Please read this policy before submitting your application to post a banner on the village hall fence.

Types of events/services that can be promoted

Events/services shown on the banner must meet following criteria:

- Organised by local community/not-for-profit groups/village hall user
- Be non-party political
- Be of benefit/interest to the local community.

Approval for events/services not meeting any of these criteria is at the discretion of the Parish Clerk.

Specification

Banners should be no larger than 6ft x 3ft, made of suitable material and securely fastened.

Terms

1. Priority will be given to banners promoting activity in Fernwood and non-commercial community groups/clubs/charities.
2. Advance bookings from business users will only be taken on a conditional basis on the understanding that priority is given to community groups/ clubs/charitable organisations in the parish of Fernwood.
3. The Parish Council accepts no liability for loss or damage to banners at any time.
4. The Parish Council reserves the right to cancel bookings.
5. Banners must not be put on the fence until written confirmation of approval has been received from the Parish Council.
6. Promoters are responsible for checking the fixings of their banners. Ideally this will be done weekly. If a banner becomes loose or unkempt, Parish Council staff will remove the banner and request collection by the owner. If the banner has not been collected within 2 weeks, the banner will be disposed of.
7. The Parish Council will remove unauthorised and incorrectly erected banners and request collection by the owner. If the banner has not been collected within 2 weeks, the banner will be disposed of.
8. Banners for events on a specific date must be removed by the promoter within 1 week after the event date. If the banner has not been removed within this period, the banner will be disposed of.

Application to display a banner on the fence of Fernwood Village Hall

Please read the policy for displaying banners on the village hall fence before submitting your application to ensure that your application is eligible, and to also familiarise yourself with the requirements of the policy.

Organisation: _____

Contact name: _____

Contact phone number: _____

Contact email address: _____

Event/Activity that the banner is for: _____

Date of event(s): _____

Date banner displayed from:
(maximum of 4 weeks before the event) _____

Please provide a proof of the banner or if that is not available a description of the wording and any organisation logos or brands which will be included.

Attached	Yes	No	(please circle)
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If not attached, description of the wording and any organisation logos or brands which will be included:

Declaration: I accept and agree to the terms stated in the policy for displaying banners on Fernwood Village Hall

Name	
Signature	
Role in the organisation	
Date	

Submit your application to office@fernwood-pc.co.uk or post it to Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood NG24 3RS

For office use

Banner approved: YES / NO Dates that the banner will be displayed: _____

If not approved, reason for refusal:

Organisation not eligible / Banner not eligible/ Space not available
Other (please specify)

Date decision made: _____

Decision made by: _____

Date applicant informed: _____