



# City Banners

Three easy steps to make your booking

**01**

Select the dates for your campaign

**02**

Contact us to check availability

**03**

Confirm your booking by signing the quotation

Hire costs	
Rate per banner per week	
Commercial Rate (Premium Locations)	\$160.00
Commercial Rate (City Locations)	\$125.00
Commercial Rate (Urban Locations)	\$80.00
Government Rate (Premium Locations)	\$125.00
Government Rate (City Locations)	\$100.00
Government Rate (Urban Locations)	\$75.00
Not-For-Profit Rate (All Locations)	\$72.50
Charity Rate – with DGR status (All Locations)	\$25.00

Quantity	Installation fee	Dismantle fee
<b>Simple sequence</b>		
0 – 150 banners	\$43.50	\$43.50
150+ banners	\$29.50	\$29.50
<b>Complex sequence</b>		
0 – 150 banners	\$48.50	\$43.50
150+ banners	\$34.50	\$29.50

Additional costs	
Washing, labelling and packaging of banners (each)	\$12.50
Washing of banners (each)	\$8.00
Disposal of banners (each)	\$5.50
Delivery Fee (Sydney Metropolitan Area)	\$155.00
Delivery Fee (Outside Sydney)	\$280.00
Urgency Fee for late delivery of banners to installers	\$760.00
Establishment Fee: For installation or dismantle of less than 51 banners	\$560.00
Order Variation Fee: For changes to campaign after signed quote is received	\$420.00

# Terms and conditions

City Banners City of Sydney

**It is important to read and understand all of these Terms and Conditions of hire before proceeding with any further action.**

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## City of Sydney banner pole hire

City banner poles promote festivals, sporting, retail, arts, charity, business and cultural events open to the general public, as well as community messaging.

### 1. Booking process

Banner poles can be booked no earlier than six months in advance, and all bookings are subject to availability. This applies to all clients, including commercial, charity, not for profit, government, and value-in-kind clients who have received a grant from the City.

Following receipt of an application for banner hire, the City will provide the hirer with a quotation detailing the banner hire, any associated fees, and terms and conditions of hire.

All quotations are based on fees and charges applicable at the time of quotation and are valid for 14 days. Banner bookings are not confirmed until the hirer returns the signed quotation and a 30% deposit of the total fees has been received by the City. Bookings will be released without notice if the City does not receive a returned signed quotation from the hirer within 14 days.

The balance of fees will be invoiced separately to the hirer upon installation of the banner campaign. The balance must be received by the City within 14 days of the date of the final invoice.

The final invoice will be based on the rates applicable at the time of installation, and may differ from the quotation if the City's fees and charges schedule has changed, or any details of the hirer's campaign has varied.

**PLEASE NOTE:** Rates increase from 1 July each year, which may affect final invoices for campaigns booked in one financial year and installed in the next. For example, hirers who book their campaign between 1 January and 30 June 2021 (for installation after 1 July 2021) may be quoted in FY20/21 rates but their final invoice will be based on FY21/22 rates. The City will notify hirers of proposed rate changes as soon as possible.

### 2. Hire period

Banners may be displayed on the City's banner poles for a maximum of six weeks at one time.

Hirers should allow up to three days variance in the installation of their banners. The installation of banners depends on traffic, weather, inaccessible poles due to roadworks, and the number of banners being installed.

### 3. Banner design

All banner designs must be submitted to and approved by the City before production begins, and a minimum of six weeks before the proposed installation date.

All banner designs must comply with the following design specifications:

Logo recognition (including corporate/sponsor logos, lock-ups and naming rights) must not exceed 20% of the total surface area of each banner design.

A maximum of six designs is permitted per campaign. 'Complex' campaigns have between two to six banner designs. These are calculated at the complex installation/dismantle rate.

Hirers eligible for value-in-kind banner pole hire through the City's street banner sponsorship program must incorporate the City's logo into the banner design.

The City does not take responsibility for any production, approval or installation delays if the above conditions are not followed. The City may provide feedback on banner designs and reserves the right to reject any banner design that does not comply with the design specifications. The City also has the authority to reject a proposed banner campaign in its absolute discretion.

### 4. Banner production

Banners must conform to the production specifications outlined at [citybanners.com.au](http://citybanners.com.au)

The City of Sydney takes no responsibility for the faulty manufacture of banners. If banners do not meet the City's specifications, we reserve the right to decline installation without providing a refund of the banner hire fee.

All banners must be individually labelled with the correct design number (if more than one design), banner type and neatly packaged in order of banner type. The City will provide a template for packing/delivery.

**PLEASE NOTE:** All costs relating to the artwork design and production of banners are to be borne by the hirer, and separate quotes must be sought from their preferred supplier/s.

### 5. Cancellations

The City reserves the right to cancel any bookings up to 30 days before the start date of the hire period (or at any time before installation if booked less than 30 days in advance).

The City will not be liable for any costs arising from the cancellation but will refund the banner hire deposit fee if the cancellation is not caused by the hirer.

The hirer acknowledges and accepts that the City may, at any time during the hire period, remove the hirer's banners.

If the hirer cancels their banner booking 90 days or more before the start of the hire period, the City will refund the banner hire deposit fee.

If the hirer cancels their banner booking less than 90 days prior to the commencement of the hire period, the 30% deposit will not be refunded.

### 6. Installation / dismantle

Installation and Dismantle fees are based on the total number of banners per campaign (0-150 or 150+).

The Establishment Fee for less than 51 banners will only be charged once for Installation and once for Dismantle (a maximum of twice per campaign).

All banners must be delivered in a single delivery to the installer two weeks before the installation date.

Late delivery and incorrectly labelled boxes/bags of banners will incur an additional fee (Urgency Fee).

All banners are installed and dismantled by the City's supplier in compliance with the City's competitive tendering policy. Banners are installed on Sunday, Monday or Tuesday night from 9pm. Installation may be affected by unforeseen circumstances such as wet weather or roadworks.

**PLEASE NOTE:** Due to ongoing construction and maintenance work throughout the city outside of the City's control, up to 10% of poles may be unavailable on the day of installation. This may also lead to dismantles being delayed after the conclusion of the campaign.

While we will do our best to follow clients' sequencing instructions when plotting a campaign, and brief the installer accordingly, the City cannot guarantee that the banners will be installed exactly as sequenced. Please be aware that the more designs you have, the more room there is for error during installation. The City will endeavour to rectify incorrect sequencing of banners where possible but accepts no responsibility for any errors in sequencing.

### 7. Banner return

All hirers will be charged a banner return or disposal fee.

**PLEASE NOTE:** It is the hirer's responsibility to check the returned banners to ensure all banners have been received. The City does not take any responsibility for lost, stolen or damaged banners.

If banners are damaged during the hire period, due to weather conditions or other factors, they will be removed by the City as soon as reasonably possible.

### 8. Banner re-use

Banners remain the property of the hirer and may be re-used providing they are washed, individually packaged, labelled correctly and are in good condition.

The City will not re-install banners that have not been washed and individually packaged and labelled for health and safety reasons.

The City reserves the right to decline installation if the banners for re-use are in an unsatisfactory condition (e.g. too faded or torn) as determined by the City in its absolute discretion. If the hirer is unsure whether the banners are in a condition suitable for re-use, a sample banner may be sent to the City for confirmation that the banners are acceptable for installation.

Due to deterioration through weather conditions banners can be used up to three times only and for no more than six weeks at a time.

### 9. Improper use of banners

The City may elect to reject a proposed banner campaign in its absolute discretion. For example, banner use that could be perceived as conflicting with City of Sydney values, benefiting a political party, or overtly religious campaigns that could be perceived as divisive will not be permitted.