# West Suffolk Council street banners terms and conditions

1. Hire period is for a two-week period commencing and terminating on a Monday in Bury St Edmunds and a Tuesday in Haverhill. **This may be subject to change as advised by the council.**

2. A cancellation fee of £35 will apply when a booking is cancelled with more than five working days' notice. The hirer will be charged 50 percent of the booking fee if less than five working days' notice is given. There will be no charge to the hirer if the booking is cancelled by West Suffolk Council.

3. The booking form must be submitted no later than four weeks prior to the commencement date of your booking.

4. If your booking is accepted, you may be expected to provide full details of your proposed banner design prior to final confirmation of the booking. If the proposed design does not meet the booking conditions below, West Suffolk Council reserves the right to cancel your booking.

5. Qualifying organisations are restricted to registered charities or non-profit making organisations wishing to advertise local events.

6. Applications by political organisations and for events or activities outside of the West Suffolk Council area are not eligible to make a booking.

7. The content of banners must not contain material that could potentially offend (such decision to be at the sole discretion of West Suffolk Council).

8. The banner must be delivered to the council's reception area at West Suffolk Operational Hub a maximum of one week before the banner is due to go up and collect a maximum of one week after has come down as per the details in the booking letter.

9. Failure to confirm the delivery and collection date may impact the organisations booking. Site access is between 9am and 3.30pm, Monday to Thursday.

10. Failure to collect the banner within one week will result in the disposal of your banner.

11. The banner will be placed at the agreed site unless factors outside of the council's control or instances such as mechanical failure and staff shortages require us to move the banner to another suitable location or your banner being delayed in being put up within the town centre. No discounts will be given for these changes.

12. In extreme weather conditions we cannot be responsible for damage to any banners. We will take the banners down if we feel that they are a hazard in strong or gale force winds.

13. Prices are reviewed annually.