

# Flag & Banner Application Info

## Priority Booking System

In order of priority, bookings will be taken for:

- City of Adelaide owned events
- City of Adelaide sponsored/partnered events
- Events with a Multi-Year Event Licence

## The Application Process

Flag and Banner applications can be submitted up to one year prior to the installation date with the exception of those to be displayed during January, February and March.

Applications for January, February and March cannot be considered prior to August\* of the year prior and allocations will be finalised in September.

City of Adelaide Sponsored Events and Multi-Year Event Licence recipients are invited to apply for January, February and March during July of the year prior with those allocations finalised in August.

Applications must be received at least 28 days prior to the installation date in order to be considered.

\*Applications will still be accepted after the recommended submission date, however availability is unlikely due to high demand during this peak period.

## Conditions

Flags and banners must enhance the City's appearance, be of good quality, well designed and in good condition.

Council reserves the right to accept or reject applications and remove banners from display without notice.

A maximum booking display period of 28 days may be applied during peak event seasons each year (January to March and September to October). Throughout November and December, all flag and banner sites are booked for City of Adelaide Christmas banners and decorations.

Further information including the operating guidelines and policies can be found here:  
<https://www.cityofadelaide.com.au/city-business/business-support/flags-banners/>

## Delivery & Installation

All installation and dismantling will be conducted by the City of Adelaide Public Realm Team.

Hirers are required to send their banners to the City of Adelaide Mile End Works Depot at 10 – 24 London Road, Mile End SA by the Wednesday prior to installation on the Sunday. Banners must be rolled prior to delivery; banners which are delivered flat packed will not be installed.

Banners must be collected from the CoA Mile End Works Depot by the Friday following removal. Banners not collected after this time may be disposed of. If arranging a courier to collect, please ensure they are aware of exactly what they are collecting (Event name).

City of Adelaide will make every endeavour to install banners on the date confirmed to the hirer: however, installation can also be dependent on traffic, weather conditions and other external factors.

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Should construction or maintenance work be undertaken to the banner poles and render them unavailable, City of Adelaide will contact the hirer to agree on alternate sites if available or shortened length of duration if possible. We will not refund costs should sites be rendered unavailable after installation.

City of Adelaide does not take responsibility for lost, stolen or damaged banners.

## **Invoicing and Cancellation**

Hirers will be invoiced for banner sites at the end of the booking period after banners are removed from display.

Hirers must give the City of Adelaide at least 4 weeks' notice of any cancellation in writing. A cancellation fee of 50% of the agreed booking request will be incurred if this does not occur.