

Banner and Flag Hire *Guidelines*

2023/2024



**CITY OF
PERTH**
City of Light





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Cover image displays site F1 on Kings Park Road

1 Introduction

The City of Perth's Banner and Flag network has been an ever-growing resource to promote West Australian events, community campaigns, and various activities for more than a decade.

Displaying Banners and Flags in the City of Perth is a highly effective way to publicise an upcoming event, campaign, or activity to a wide audience.

The City of Perth's Banner and Flag poles are available for hire by organisations to publicise eligible events and activities.

More than 400 Banners and Flags are located across 29 sites throughout the city viewed by thousands of residents and visitors each day.

The City of Perth Banner and Flag network may be used to promote a wide range of events and activities, including:

- Concerts,
- Sporting Events,
- Musicals,
- Community Events,
- Conferences, and
- Much more.

Each booking must meet the eligibility requirements and design criteria as laid out in this guideline. For the latest specifications, refer to [Book 900 Banners and Flags Specifications](#).

2 Eligibility Requirements

Who Can Book?

Banner and Flag hire is available for the promotion of Events or Activities with a focus on:

- Sports and recreation,
- Culture,
- Community, or
- Tourism.

Events and activities should achieve one or more of the following objectives to be considered:

- Increases visitation to the city.
- Provides direct economic benefits to the city.
- Is of significance to Perth, as the capital city.
- Is a national or international event, which brings prestige to Perth.
- Promotes the Western Australian culture and lifestyle.
- Promotes charitable activities and campaigns

Important to know

When considering Banner and Flag Hire, it is important to be aware of the following:

- Bookings are made on a weekly basis, with installations and removals occurring Saturday – Monday each week.
- No partial bookings are accepted.
- Artwork should promote the Event or Activity associated with the booking and not 'the brand'
- Artwork deemed to be inappropriate or offensive, will not be permitted.
- Cancellations should occur a minimum 60 days before the start of the hire period.



3

Ten easy steps to Banner and Flag Hire

From July 2023 the City is changing how Banner and Flag hire applications are made and assessed. If you experience difficulties applying online, please contact City Banners at banners@cityofperth.wa.gov.au or on 08 9461 3419.

Secure your Booking

1

Request Availability

Request availability before submitting your application with City Banners at banners@cityofperth.wa.gov.au or on 08 9461 3419. A pencil booking will be placed on available sites as requested, while waiting for your application.

2

Submit your application online

Applications can be submitted online at [Banner and Flag site bookings | City of Perth](#). When submitting your application, choose what is to happen with your Banners and Flags after the hire period: collection from the installer, delivery by the installer, or disposal of all banners.

3

Request for Supporting Documents

Following an introduction letter and an initial assessment you may receive a request for supporting documents, where applicable.

4

Receive a Cost Estimate

A cost estimate is given, this tells you what the current fees and charges are based on your booking. This can be adjusted to accommodate any changes to your booking before the Confirmed Booking Letter is issued. Refer to [Banner and Flag Hire – Fees and Charges](#).*

5

Production Costs

Obtain a quote from a banner/flag manufacturer to print and supply your banners and/or flags. The City of Perth fees and charges do not include the cost of production of Banners and Flags. Ensure your manufacturer has the latest version of the [Book 900 – Banners and Flags Specification](#).

6

Artwork and Sequencing

The City Banners team requires your artwork, and where two or more designs are in use installation sequence **three months** before the start of the hire period. The City may make comments or request changes to your artwork to meet the City's Design Criteria.

7

Confirmed Booking and Invoice

Once the Artwork and Installation Sequencing is supported, you will receive a Confirmed Booking Letter. Followed by your Invoice. The Confirmed Booking Letter will detail the delivery information.

Produce your Banners

8

Banner and Flag Production

Once you have received the Confirmed Booking Letter, you can now begin the printing process of your banners and flags.

9

Banner and Flag Delivery

It is your responsibility to ensure all banners and flags (applicable to your booking) are delivered to the City's Installer, in the manner detailed in this guideline.

10

End of Hire Period

Collection

Collection to be collected within seven days following your hire period.

Delivery

Delivery will be made as arranged with the installer.

Disposal

Disposal will occur immediately following the removal of your banners and/or flags.

**Fees and charges may be subject to change each financial year.*

4

Our Banner and Flag Network


Banner and Flag Hire sites are split into three categories, Premier, Executive and Boutique locations, based on street profile and range of vision.


There are 29 Banner and Flag sites, spread through the CBD, Northbridge, East Perth, West Perth, and Nedlands.

Views may be impacted by the City's Urban Forrest, the City recommends viewing sites in person to see how your banners will appear to the public.

See pages 6-8 for maps of the site locations.










Banners best viewed by pedestrians 

Banners best viewed by vehicles 

Premier Locations

These banners and flags are in high traffic locations, with a great range of vision to passers-by. These sites are in the busiest areas around the city.

Site	Street Name	Location	No*	View
E1	The Esplanade	Intersection of William St and The Esplanade	4	 
F1	Kings Park Rd	Intersection of Fraser Av and Malcolm St	13	
F2	Mounts Bay Road	Between Point Lewis Rotary and Kokoda Track Memorial Walk	14	
F3	Causeway	Over Heirisson Island	7	
K1	Kings Park Road	Between Fraser Av and Thomas St	42	
M2	Murray Street Mall	Murray Street Mall	16	
M3	Forrest Place	Forrest Place	12	
T1	St Georges Terrace	Between Milligan St and William St	26	 
T2	St Georges Terrace	Between William St and Barrack St	16	 
T2.5	St Georges Terrace	Between William St and Barrack St	10	
T3	St Georges Terrace	Between Barrack St and Victoria Av	28	 
W1	Wellington St	Between Elder St and Milligan St	10	 
W2	Wellington St	Between Milligan and Queen St	22	 
W3	Wellington St	Between Queen St and William St	5	 

* number of banners and flags

M1



S1



Executive Locations

These banners are in good traffic locations, with a good range of vision to passers-by. These sites are in busy areas around the city.

Site	Street Name	Location	No*	View
M1	Hay Street Mall	Hay Street Mall	32	
M4	William St	Between Hay Street Mall and Murray Street Mall	12	
R1	Roe Street	Between Fitzgerald St and Lake St	17	
R2	Roe Street	Between Lake St and William St	6	
R2.5	Roe Street	Median Strip — Between Lake St and William St	8	
R3	Roe Street	Between William St and Beaufort St	17	
T4	Adelaide Terrace	Between Victoria Av and Bennett St	38	
T5	Adelaide Terrace	Between Bennett St and Plain St	16	
T6	Adelaide Terrace	Between Plain St and Ozone Reserve	9	
T7	Adelaide Terrace	Between Ozone Reserve and Causeway	10	

* number of banners and flags

Boutique Locations

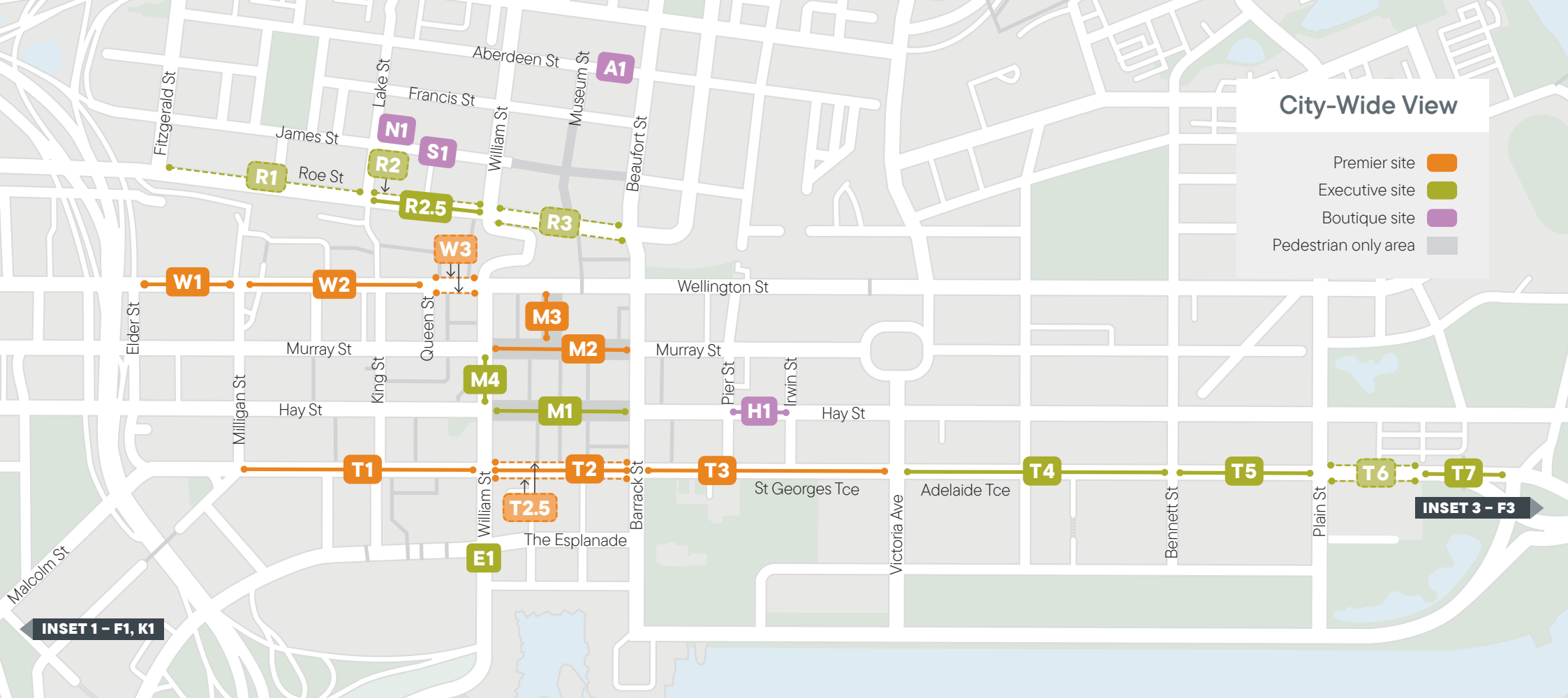
These banners are in street locations, with a smaller range of vision to passers-by. These sites may be in quieter areas around the city.

Site	Street Name	Location	No*	View
A1	Aberdeen Street	Between Museum St and Beaufort St	4	
H1	Hay Street	Between Irwin St and Pier St	10	
H2	Hampden Road	Between Gordon St and Monash Av	12	
N1	Northbridge Piazza	Corner of Lake St and James St	7	
S1	James St	Between Lake St and William St	1	

* number of banners and flags

City-Wide View

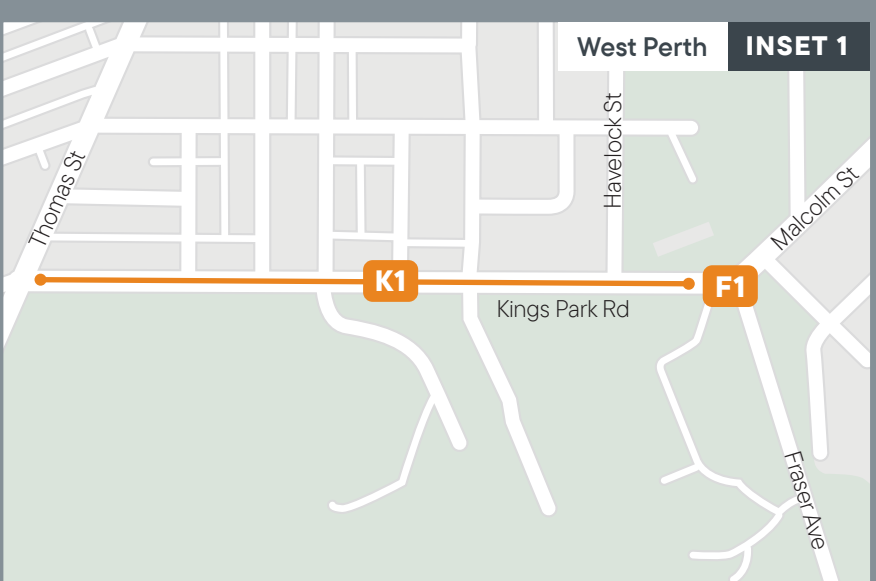
- Premier site ■
- Executive site ■
- Boutique site ■
- Pedestrian only area ■



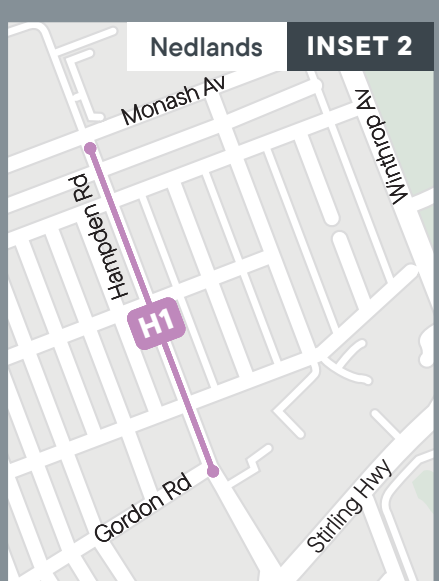
INSET 1 - F1, K1

INSET 1 - H1

West Perth INSET 1



Nedlands INSET 2



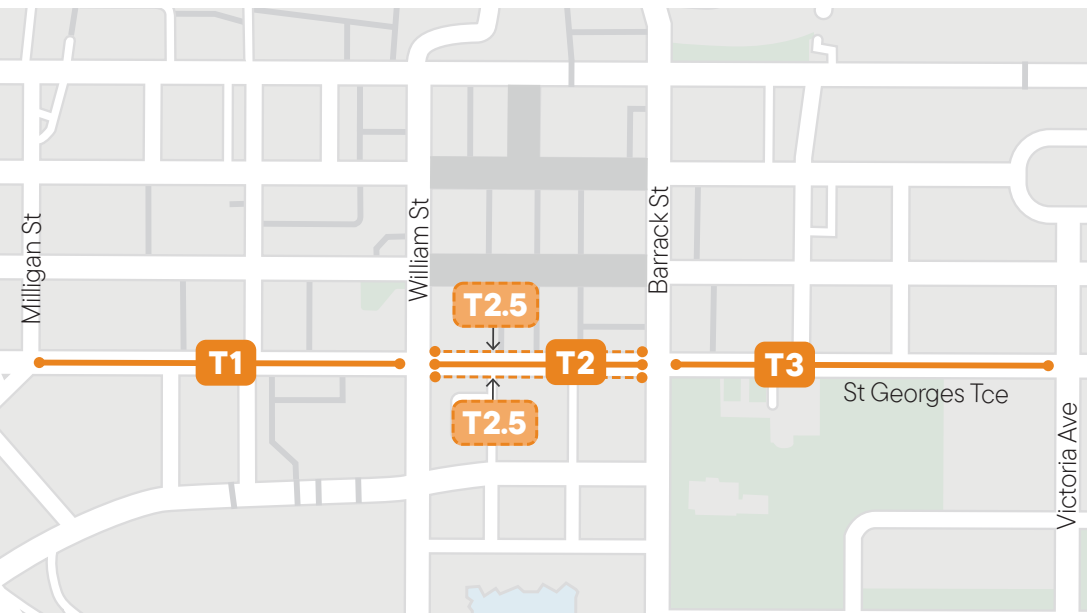
East Perth INSET 3



St Georges Tce

St Georges Terrace offers a mix of Large Fabric Banners — Type 1 on the median strip and Small Vinyl Banners on the footpath in a high traffic location.

Site	Drawing No.	Banner Type
T1 T2 T3	901.01	Large Fabric Banner – Type 1
T2.5	901.05	Small Double Sided Vinyl Banner

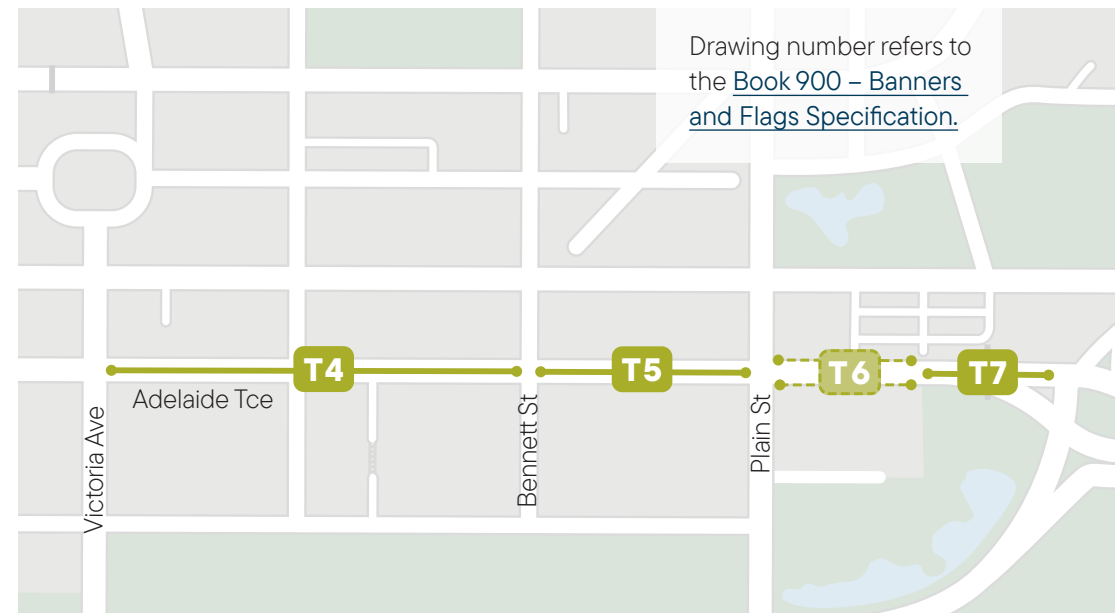


- Premier Location – Median Strip
- Premier Location – Footpath

Adelaide Tce

Adelaide Terrace offers a mix of Large Fabric Banners — Type 1 on the median strip and Large Fabric Banners — Type 2 on the footpath in a high traffic location.

Site	Drawing No.	Banner Type
T4 T5 T7	901.01	Large Fabric Banner – Type 1
T6	901.02	Large Fabric Banner – Type 2



- Executive Location – Median Strip
- Executive Location – Footpath

Wellington St

Wellington Street offers a mix of the large fabric banners type 1 and type 2 on the median and footpaths.

Site	Drawing No.	Banner Type
W1 W2	901.01	Large Fabric Banner – Type 1
W3	901.02	Large Fabric Banner – Type 2



Roe St

Roe Street offers a mix of Small Vinyl Banners on footpaths, and Large fabric banners on the median.

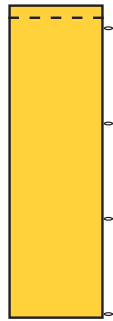
Site	Drawing No.	Banner Type
R1 R2 R3	901.05	Small Double Sided Vinyl Banner
R2.5	901.01	Large Fabric Banner – Type 1



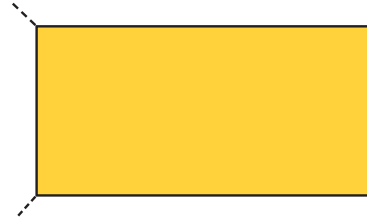
5 Banner and Flag Sizes and Positions

Banner and Flag Sizes

Knowing the size and how each Banner and Flag type is viewed can impact the way you design your artwork. Drawing number refers to the [Book 900 – Banners and Flags Specification](#).



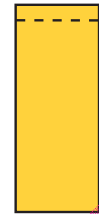
Drawing no: 901.03
**1000mm wide x
3300mm high**
Medium Fabric Banner



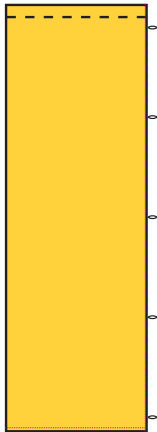
Drawing no: 901.04
**3600mm wide x
1800mm high**
Fabric Flag



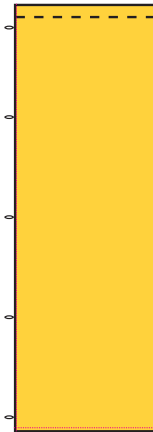
Drawing no: 901.05
**700mm wide x
1900mm high**
Small Double Sided
Vinyl Banner



Drawing no: 901.06
**900mm wide x
2200mm high**
Double Sided Vinyl
Banner – Type 1



Drawing no: 901.01
**1500mm wide x
4500mm high**
Large Fabric Banner - Type 1



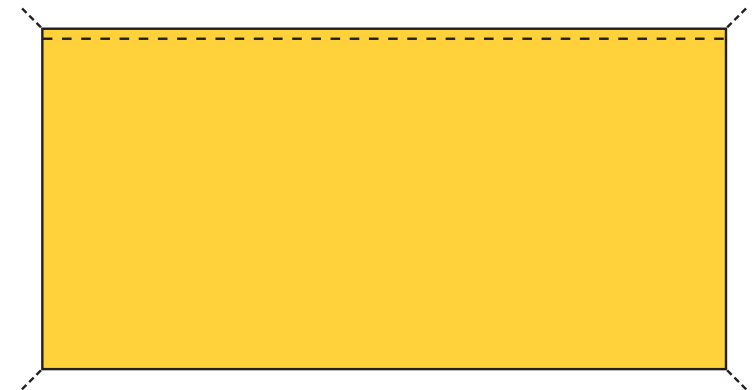
Drawing no: 901.02
**1500mm wide x
4500mm high**
Large Fabric Banner - Type 2



Drawing no: 901.07
**900mm wide x
4580mm high**
Double Sided Vinyl
Banners - Type 2



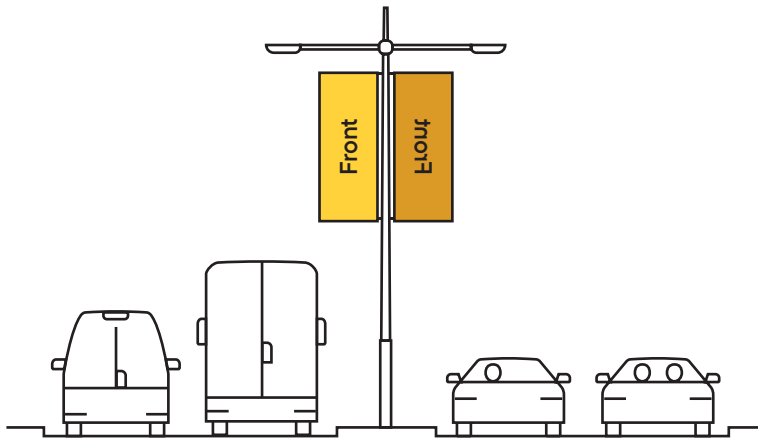
Drawing no: 901.08
**830mm wide x
3000mm high**
Triangular Vinyl Banner



Drawing no: 901.09
**7200mm wide x
3600mm high**
Street-Wide Vinyl Banner

Positions: Banners and Flags on a Median

Drawing number refers to the [Book 900 – Banners and Flags Specification](#).



Drawing no: 901.01

1500mm (w) x 4500mm (h)

Large Fabric Banner - Type 1

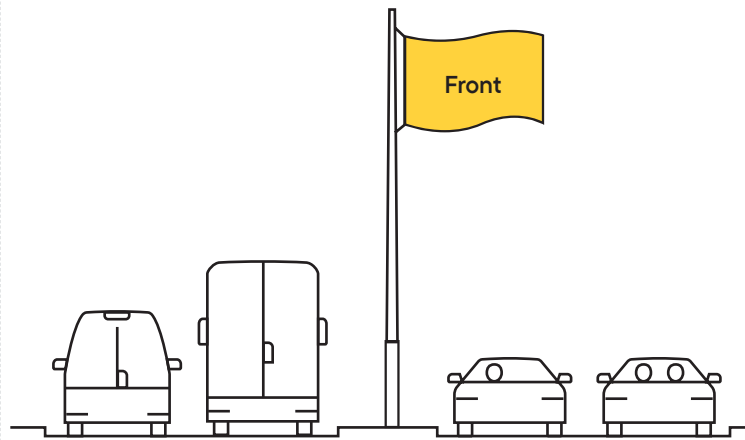
Site: T1, T2, T3, T4, T5, T7, W1, W2, and R4

Drawing no: 901.03

1000mm (w) x 3300mm (h)

Medium Fabric Banner

Site: K1

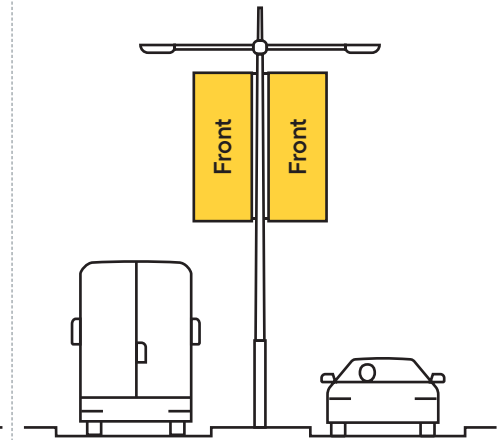


Drawing no: 901.04

3600mm (w) x 1800mm (h)

Fabric Flag

Site: F1, F2, and F3



Drawing no: 901.06

900mm (w) x 2200mm (h)

Double Sided Vinyl Banner – Type 1

Site: A1

Drawing no: 901.07

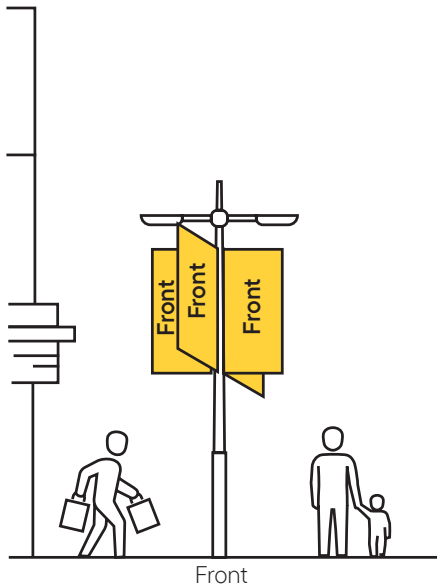
900mm (w) x 4580mm (h)

Double Sided Vinyl Banner – Type 2

Site: H2

Positions: Banners in the City Malls

Drawing number refers to the [Book 900 – Banners and Flags Specification](#).

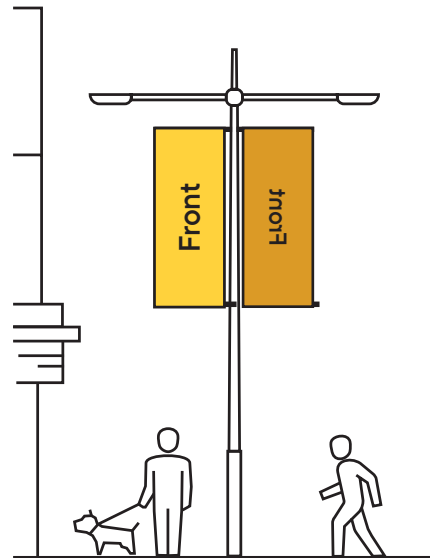


Drawing no: 901.06

900mm (w) x 2200mm (h)

Double Sided Vinyl Banner - Type 1

Site: M1 and M2



Drawing no: 901.01

1500mm (w) x 4500mm (h)

Large Fabric Banner - Type 1

Site: M3



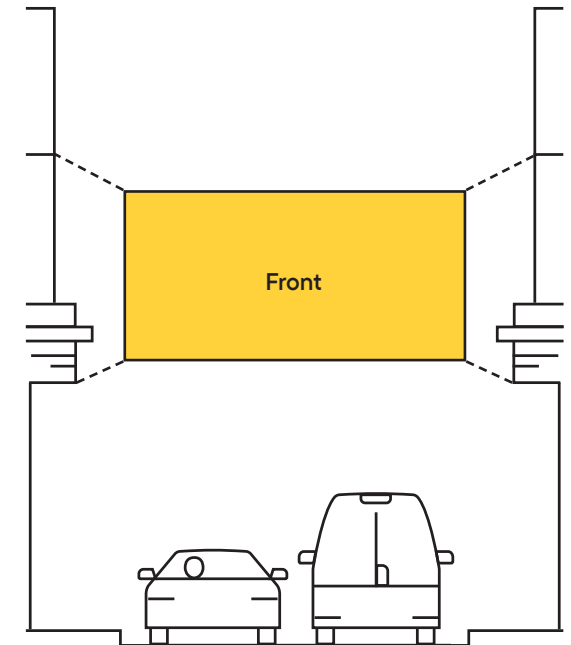
Drawing no: 901.06

900mm (w) x 2200mm (h)

Double Sided Vinyl Banner – Type 1

Site: M4

Positions: Street-Wide Banners



Drawing no: 901.09

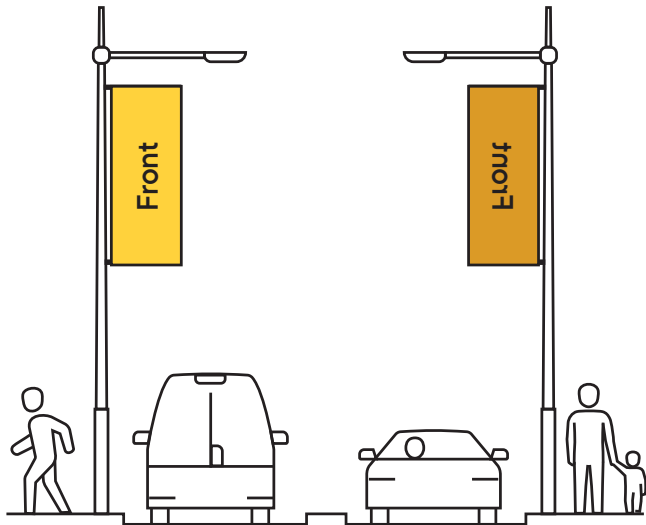
7200mm (w) x 3600mm (h)

Street-Wide Vinyl Banner

Site: S1

Positions: Banners and Flags on Footpaths

Drawing number refers to the [Book 900 – Banners and Flags Specification](#).

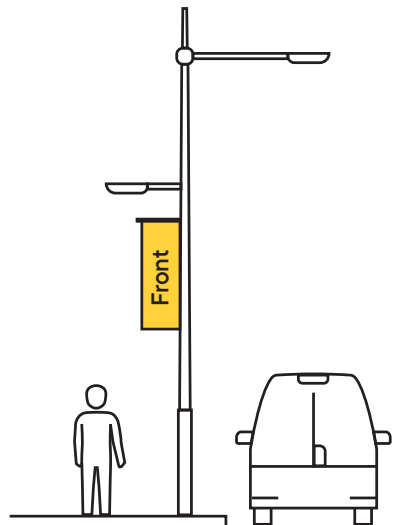


Drawing no: 901.02

1500mm (w) x 4500mm (h)

Large Fabric Banner – Type 2

Site: E1, T6 and W3

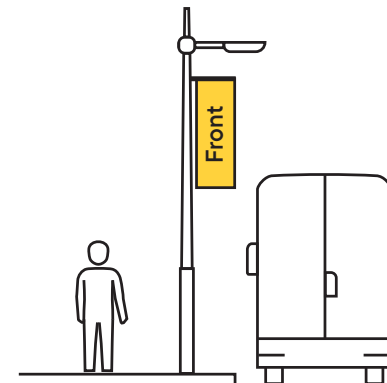


Drawing no: 901.05

700mm (w) x 1900mm (h)

Small Double Sided Vinyl Banner

Site: T2.5, R1, R2, R3 and H1

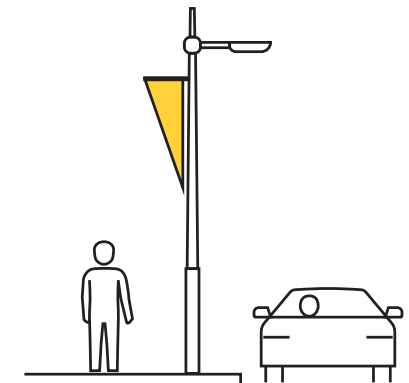


Drawing no: 901.05

700mm (w) x 1900mm (h)

Small Double Sided Vinyl Banner

Site: H1



Drawing no: 901.08

830mm (w) x 3000mm (h)

Triangular Vinyl Banner

Site: N1

6

Banner and Flag Design

All Banners and Flags should be designed and manufactured to the [Book 900 – Banners and Flags Specification](#). No production of Banners or Flags should occur before receiving the Confirmed Booking letter from the City.

Banners and Flags are a decorative medium and are not intended to be used as advertising for products, services, brands, or individuals. **All artwork submitted must promote the event or activity associated with the booking and not ‘the brand’.**

When using branding from other marketing materials, artwork may need to be altered to suit the banner and flag medium. Artwork deemed to be inappropriate or offensive will not be permitted.

NOTE: Every Banner and Flag should be printed with the Site Code (location booked), and for bookings using two or more designs, every Banner and Flag should also include the Design Reference, refer to [7. Site Key and Design Reference](#) and [8. Artwork and Installation Sequence](#) for more information.

It is recommended:

Graphics/Images:

- Use one simple, bold image or graphic (detailed images may not reproduce well on fabric banners in particular)
- Avoid image montages/long slogans
- Banners designs for all sites in one campaign or event should be complementary and appear as a suite.

Text:

- Font should be legible against a bright sky
- Sized large enough to be legible from 50m
- Kept limited/simple
- Include Title of Event Activity/Community Campaign
- Avoid extended text (except where it forms part of the image of the event or logo)
- Avoid dates (if you wish to re-use the banners or flags)
- No phone numbers

Colours:

- Colour selection must be considered to guarantee visibility against both the sky and the city landscape
- White, yellow, and other very pale colours are easily soiled and can be hard to read from a distance
- Black, grey, and other very dark backgrounds can sometimes blend into the cityscape

Logos:

Including corporate/sponsor logo lockups, and naming rights (not including event or campaign title).

- Must not exceed 10% for single logo of the total surface area of each banner and/or flag design (refer to Figure 1)
- Must not exceed 20% for two or more logos of the total surface area of each banner and/or flag design (refer to Figure 2)



10% for single logo



20% for multiple logos

7

Site Key and Design Reference

Just like a key on a map, the Site Key and the Design Reference will help the installer know where and in what order to install your Banners and Flags.

It is required that all Banners and Flags include a site key (location booked).

Where two or more designs are being used, a Design Reference is also required. e.g. Design A, Design B, Design C.

This reference must be printed in the top left-hand corner of the Banner or Flag (front or back)



8

Artwork & Installation Sequence

Artwork

Artwork should be included either at the time of submitting your application, or three months before the start of the hire period.

You will need to allow enough time for the final assessment, any edits/changes requested, production of the banners and/or flags and delivery to the installer.

No production of banners should occur before receiving the Confirmed Booking letter from the City. Should any banners or flags be produced without the support of the City of Perth, the hirer will be responsible for all costs associated with re-designing and reproduction to meet City of Perth's support.

It is recommended to provide a copy of each design, for each type of banner or flag booked (vertical, horizontal, triangle, etc.).

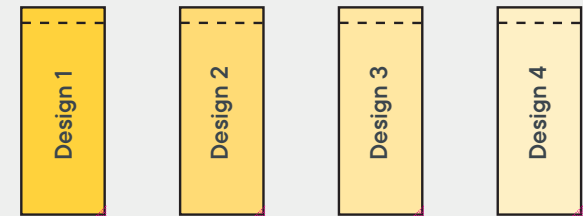
Installation Sequence

Where two or more designs are being used, the City's installer requests an Installation Sequence.

This is a drawing, or detail, showing which order you would like the banners to be displayed.

The Design Reference given on this document should match the Design Reference printed on each Banner and Flag.

Banners to be installed in this order



9 Banner and Flag Production

The hirer is responsible for the production and associated costs of the banners. Production must meet the requirements set out in these guidelines. Hirers are responsible for sourcing their own quote directly from a banner manufacturer.

It is recommended that you allow at least six weeks for banner production.

The City of Perth will not install banners that are not manufactured to the banner specifications detailed in the [Book 900 – Banners and Flags Specifications](#). Banners and Flags are not the same size or material across all sites, and each site has its own number of banners required.

The hirer must have enough banners and/or flags to cover the entirety of each site booked. For example, if you book T1, M2, and H2 – you must supply the following:

26 banners (4500 x 1500) for **T1**
+
16 banners (2200 x 900) for **M2**
+
12 banners (4580 x 900) for **H2**

Installation of banners and flags may not occur if there are not enough banners and/or flags to fill the site(s) booked. It is recommended to produce one to three spare banners/flags per site (excluding S1).

10 Delivery of Banners

Hirers are responsible for the timely delivery and collection of banners. No responsibility will be taken by the City of Perth regarding storing, maintenance, or cleaning of banners.

Delivery of all Banners and Flags must be made seven days before the start of the hire period, or as agreed with the City's installer.

The delivery address and contact information for the City's installer will be given on the Confirmed Booking Letter.

When delivered, all banners and flags must:

- Be folded or rolled in small batches,
- Be easy for one person to lift and carry (less than 25kg),
- The Design Reference (top left corner) is visible, and
- Where applicable, packed in order to be installed (as detailed in installation sequence).

Recommended:

- Fabric flags and banners – folded in groups of four.
- Vinyl flags and banners – rolled individually or up-to four per roll.

M4



T2





11 Collection of Banners and Flags

At the time you submit your application, select from the following options:

Collection

Collection of Banners and Flags from the City's installer (no additional cost). Banners and Flags must be collected within seven days following the hire period.

Delivery

Delivery of Banners and Flags to the Applicant, or agreed third party (within Perth Metropolitan Area). Cost will be quoted with the cost estimate. Delivery will occur within seven days following the hire period.

Disposal

Disposal of Banners and Flags will occur immediately following the hire period. Cost will be quoted with the cost estimate.

You can change your mind on collection at any time before the start of the hire period.

NOTE:

It is the hirer's responsibility to check collected banners and/or flags to ensure all banners and flags have been received. The City does not take any responsibility for lost, stolen or damaged banners and flags.

12 Booking Cancellations

The City reserves the right to cancel bookings up to 60 days before the start of the hire period. Where the City cancels, a full refund of fees paid will be given.

Cancellations of Banner and Flag bookings, by the hirer, must occur a minimum of 60 days before the start of the hire period. Cancelling less than 60 days before the start of the hire period restricts the City from booking those sites, fees and charges may still apply.

Extensions or postponements may be considered at short notice, subject to availability. This decision is at the discretion of the City. Additional hire fees may apply if the requests can be accommodated.

Fees and Charges may still apply in the following circumstances:

- Cancelling less than 60 days before the start of the hire period
- If the installation cannot occur due to the banners and flags not being delivered, damaged, or in short supply, no refund or discount will be given.

For all cancellations made by the hirer, the City is not liable for any costs associated to the production of the Banners and Flags.

13

Frequently Asked Questions (FAQ)

- 1 I only have a few banners; can I make a booking for only part of the site?**

No. Partial Bookings are not accepted. When making a booking, you acknowledge you must provide enough banners or flags to fill the site booked in its entirety.
- 2 Are design and/or production costs included in the quote?**

No. Design and production is not provided by the City. It is up to the you (the hirer) to have your banners designed and manufactured.
- 3 How far in advance should I apply?**

Applications should be made with a minimum of three months' notice. Pencil bookings can be made a year or two in advance. Pencil Bookings can be held for up-to two weeks, while an application is prepared and submitted.
- 4 There is less than three months before I'd like my banners up, can I still apply?**

Yes – bookings would depend upon availability. You should ensure you have enough time to produce your banners and/or flags and have them delivered before the start of the hire period. Check availability with City Banners at banners@cityofperth.wa.gov.au, or call 08 9461 3419.

If the sites you would like to book are available, have your artwork ready and ensure your banner manufacture can produce and deliver banners one week before the start of the hire period.
- 5 How long can I book a site for?**

Banners are booked on a weekly basis, up-to six weeks. Bookings for longer than six weeks should be discussed with the City Banners team at banners@cityofperth.wa.gov.au or call 08 9461 3419.
- 6 Can the City recommend printing services to produce our banners/flags?**

No. As a local government, we must remain impartial and cannot provide recommendations or advice on banner/flag manufacturers.
- 7 My banners won't be delivered on time; can I postpone or get a refund?**

We may be able to extend or postpone your booking, depending on availability, additional Hire Fee(s) (per week) will apply.

For cancellations by the hirer, made less than 60 days before the start of the hire period, the fees may still be applicable. For all cancellations made by the hirer, the City is not liable for any costs associated to the production of the banners and/or flags.
- 8 Can I have my banners printed after my pencil booking is made?**

It is important to wait for the Confirmed Booking letter, supporting the artwork prior to manufacturing banners and/or flags. The hirer is responsible for the production and associated costs of the banners/flags. The City of Perth will take no responsibility for the manufacture of the banners.
- 9 Our banners are being sponsored; can you issue the invoice to a third party?**

No. Invoices will only be raised to the applicant.
- 10 We'd like the City to sponsor our banners or event, how do we apply?**

The City has opportunities to provide funding for various events. To check out grants and sponsorship opportunities that may best apply to your upcoming event head to [Grants & Sponsorship Programs | City of Perth](#)
- 11 We'd like to use the City of Perth Logo; how do we get permission?**

This would need to be arranged through our Sponsorship or Partnerships team prior to making your banner application.
- 12 We are a Charity or Not-For-Profit Organisation, does a discount apply?**

No. Unfortunately, the City does not offer discounted rates for Banner and Flag Hire, we do however have the following:

 - The City may offer some **sponsorship or grant opportunities** suitable to your event. For the latest offers available, please visit [Grants & Sponsorship Programs | City of Perth](#)
 - **Feature lighting** is on Council House and Trafalgar Pedestrian Bridge. For more information, or to apply please visit [Feature Lighting Bookings | City of Perth](#)

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Terms and Conditions

Booking Process

All bookings are subject to availability. This applies to all clients, including commercial, charity, not for profit, government, and sponsorship recipients who have received a grant or sponsorship from the City.

Please request availability prior to submitting your application with City Banners at banners@cityofperth.wa.gov.au

Applications must be submitted online at [Banner and Flag site bookings | City of Perth](#)

All Banner and Flag designs/artwork must be supported by the City prior to manufacture. Should any banners or flags be produced without the support of the City of Perth, the hirer will be responsible for all costs associated with re-designing and reproduction to meet City of Perth's support.

Following the submission of your application, a cost estimate will be sent for you to confirm pricing.

The invoice will be based on the Council endorsed fees and charges. The City reserves the right to amend fees and charges where applicable.

Additional invoice(s) may be sent, for miscellaneous items.

Artwork

The City reserves the right to support or decline any proposed banner/flag campaign and/or banner/flag artwork in its absolute discretion.

Support will only be given to artwork that meets the City's eligibility requirements and design criteria set out the Banner and Flag Hire guidelines.

Hire Period

Banners and flags are hired out for a minimum period of one week, and up-to six weeks at one time.

Bookings for longer than six weeks should be discussed with the City Banners team.

Banners and Flags deteriorate over time. Banners and Flags of high quality can last between four to six weeks. The City reserves the right to remove all banners and flags from any site earlier than the scheduled removal date if the presentation of the banners and flags becomes sub-Executive.

Hirers should allow one to three days variance in the booking period. Installation and removal of banners depends

on traffic, events, weather, roadworks, and the number of banners and flags being installed at any given time.

The City will endeavour to have banners installed as close to the installation date as possible.

Cancellations

The City reserves the right to cancel bookings up to 60 days before the start of the hire period.

Where the City cancels, a full refund of fees paid will be given.

Cancellation of bookings by the hirer must be made a minimum of 60 days before the start of the hire period.

Cancellations by the hirer, made a minimum of 60 days before the start of the hire period, will receive a refund of fees paid.

Cancellations by the hirer, made less than 60 days before the start of the hire period, the fees may still be applicable.

For all cancellations made by the hirer, the City is not liable for any costs associated to the production of the banners and/or flags.

Production of Banners and Flags

The hirer is responsible for the production and associated costs of the production of banners/flags. The City of Perth will take no responsibility for the manufacture of the banners.

Banners and flags must conform to the production specifications outlined in the [Book 900 Banners and Flags Specifications](#).

It is recommended to seek a quote from a banner/flag manufacturer to determine how much notice they require for production, allowing at least six weeks.

The City of Perth contractor will not install banners that are not manufactured to the banner specifications detailed in the [Book 900 Banners and Flags Specifications](#).

The hirer must provide enough banners and/or flags to cover the entirety of each site booked. Installation of banners and flags will not occur if there are not enough banners and/or flags to fill the site(s) booked.

If an installation cannot occur due to incorrectly manufactured or insufficient number of banners and/or flags, **no discount or refund will be given**.

The hirer is responsible for ensuring the banner manufacturer has the correct Banner and Flag specifications as per the [Book 900 Banners and Flags Specifications](#).

Delivery of Banners and Flags

Delivery to the City of Perth's Installer must occur a minimum one week before the start of the hire period, or as agreed with the installer.

The banners must be delivered:

- In sets of no more than four (able to be lifted by a single person).
- Grouped per site.
- Fabric Banners and Flags are to be folded.
- Vinyl Banners and Flags are to be rolled.
- Site Key and Design Reference being top facing.
- In order of installation (when more than one image is being used).

Banner and Flag Sequencing

Where the hirer is using two or more designs in their banners and flags, the City requires an Installation Sequence to be provided. Refer to these Banner and Flag Guidelines.

Banners and Flags must be printed with a Site Key and Design Reference, in the top left corner of each, stating:

- Site code (location booked)
- Design Reference (as per the hirer's installation sequence)

Collecting Banners and Flags

Collection of banners and/or flags must occur within seven days after the City's installer confirms the banners and flags have been removed and are ready for collection. Where disposal has been requested, all banners and flags belonging to the hirer will be disposed of immediately following their removal.

Please note: It is the hirer's responsibility to check collected banners and/or flags to ensure all banners and flags have been received. The City does not take any responsibility for lost, stolen or damaged banners and flags.

Damaged Banners

Damaged banners and flags during a hire period must be replaced or removed by the City's contractor, at the hirer's cost.

Banner and Flag Re-Use

Banners and flags remain the property of the hirer and may be re-used providing they are in good condition and packaged as detailed in the above Delivery of Banners and Flags condition.



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