



**CITY OF
PERTH**
City of Light

Banner and Flag Hire

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-standard.

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 contractor must occur a minimum one week before the start of the hire period, or as agreed with the contractor.

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 2 or more designs in their banners and flags, the City requires an Installation Sequence to be provided. Refer to the **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.