

West Suffolk Council Hire of the Abbey Gardens forecourt advertising banner poles terms and conditions

1. Hire period is for a two-week period, commencement, and termination dates to be agreed with the Abbey Gardens Manager as per booking letter.
2. A cancellation fee of £35 will apply when a booking is cancelled with more than five working days' notice. Hirers 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 asked 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. Please note, the banner should clearly show the charity or organisation for which the function is being advertised.
5. Each banner should be 800mm width and 3050mm in height and should be 369gsm white PVC. Each is to be finished with eyelets in each corner (diameter of eyelet 1.5cm x 2.5cm) and hemmed at top and bottom. We strongly recommend your supplier provides mesh fabric for each banner as they tend to stand up better to windy conditions (we do still have to take banners down if the wind speed gets too high but at least the mesh should mean we can put them back up again in one piece). Most suppliers can offer this as an alternative.
6. Qualifying organisations are restricted to registered charities or non-profit making organisations wishing to advertise local events.
7. Applications by political organisations and for events or activities outside of the West Suffolk Council area are not eligible to make a booking.
8. The content of banners must not contain material that could potentially offend (such decision to be at the sole discretion of West Suffolk Council).
9. The banners must be delivered to the yard next to the aviary, no later than 2 working days before the banner is due to be erected. Contact the Abbey Gardens manager, as per details in the booking letter, to arrange a time.
10. Banners must be passed to a member of the Abbey Gardens staff and no responsibility will be accepted for banners left unattended.

11. Banners must be collected from the Abbey Gardens within one week of the banners being taken down; failure to do so will result in the disposal of your banners.
12. The banners will only be placed in the designated areas either side of the Abbey Gate by our park's ranger service. Other locations are not available.
13. 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 strong or gale force winds
14. Prices are reviewed annually.