

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

1. Hire period is for a two week period commencing and terminating on a Monday.
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 will 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 banners must be delivered to the workshop next to the aviary within the Abbey Gardens or the Abbey Gardens shop on the Wednesday before hire commences. Call the Abbey Gardens rangers on 01284 757095 to arrange a time.
9. Banners must be passed to a member of the Abbey Gardens staff and no responsibility will be accepted for banners left unattended.
10. Banners must be collected from the Abbey Gardens within two weeks of the banners being taken down; failure to do so will result in the disposal of your banners.
11. The banners will only be placed in the designated areas either side of the Abbey Gate by our parks ranger service. Other locations are not available.
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.