

BANNER BOOKING FORM

To book and display a City of Rockingham banner please complete the details below and return to the City's Events and Administration Officer one month prior to event date.

Contact name: _____

Contact number: _____

Email: _____

Event name: _____

Event date: _____

Time of event: **Start:** _____ **Finish:** _____

Type of event: _____

Banner collection details: **Date:** _____ **Time:** _____

Please note Council reception hours are Monday to Friday 8.30am - 4.30pm, all banners must be collected and returned within this timeframe.

Banner return details: **Date:** _____ **Time:** _____

Note: All banners are to be returned by the banner return date specified.

Have you received or are you seeking funding from the City for this event? Yes No
(If yes, it is a requirement of your signed grant agreement that Council banners are used where appropriate)

I accept the responsibility to collect and return the City of Rockingham banner for the documented event and will return the banner in good condition to the City of Rockingham's reception desk in the main administration building as per above.

Name: _____
(Please print clearly)

Signature: _____ Date: _____

Please return your completed banner booking form to the Business Trainee, Community Development

Email: customer@rockingham.wa.gov.au

Post: Business Trainee
Community Development
PO Box 2142
Rockingham DC WA 6967

Collect and return address:
City of Rockingham
Civic Boulevard
Rockingham WA 6168

Free Promotional Opportunities

Website: Log onto the City's website www.rockingham.wa.gov.au and complete the online form in the "list your event here" tab to display your event under the "What's on" section.

Facebook: The City of Rockingham would like to share your event on the City's Facebook page. If you require help to do this, please contact Niloufer on 9528 0325 or niloufer.ali@rockingham.wa.gov.au