

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:** _____

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)

Please indicate which banners you are requesting:

Banner style	Rough dimensions	Available	Requested
Vinyl blue banner (proudly supported by)	2m x 1m	One	_____
Vinyl landscape banner (major events only)	3m x 1m	Five	_____
Indoor pull-up banner	2m x 1m	Two	_____

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: _____

Signature: _____ **Date:** _____

Please return your completed banner booking form to Community Development.

Email: customer@rockingham.wa.gov.au

Post: 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 rockingham.wa.gov.au and complete the online form in the 'submit an event' tab to display your event under the What's On section.