

## **NARBOROUGH PARISH COUNCIL**

### **ADDITIONAL INFORMATION FOR HIRERS OF COUNCIL BUILDINGS**

#### **POLICY FOR DISPLAY OF ADVERTISING MATERIALS AT/ON COUNCIL PROPERTY**

Advertising materials including sandwich boards and banners may be displayed outside or tied to The Parish Centre and Littlethorpe Village Hall on the day your class or event takes place during your occupation of the building. They must be removed at the cessation of your event or class each time.

The user is responsible for ensuring that advertising materials are placed safely and that Third Party Liability insurance is in place should any claim arise howsoever caused.

All fixings should be safe and in accordance with any Health and Safety Legislation in force at the time of use.

Banners should be no larger than 1.8m x 0.75m and should be placed no higher than 3.5m on the building.

No banners are to be attached to railings at the Council's parks and playgrounds.

Applications to erect one off banners advertising a charity or community event should be made to the Council which may allow advertising for up to one week prior to the event.

All applications should be made in good time; Council meets on the third Tuesday of each month and all items for consideration must be on the published agenda one week prior to the meeting.

Contact the Parish office for further information on 0116 2863008.

Adopted by Narborough Parish Council 16 September 2014

Reviewed 17 March 2015 no amendments

Reviewed 7 September 2015 no amendments

Reviewed 19 September 2016 no amendments