

Temporary Event Signage Guidelines

1. Overview

Wagga Wagga City Council, has made available nine locations on Council managed land to provide a facility for the community to advertise upcoming community events.

Each site has in place a structure where temporary community event advertising signs can be attached.

To book a space on a Temporary Event Signage structure a Temporary Event Signage Booking Form must be completed and provided to council no later than 1 week prior to the event date.

2. What type of events can be advertised?

The signs are for the promotion of upcoming community events by not for profit organisations or a commercial organisation promoting a community event, that are being held within Wagga Wagga Local Government Area. These community events may be of a cultural, social or recreational nature and must encourage a high level of community participation, with strong benefits to the community.

Events that are not eligible include:

- Weekly sporting competitions
- Garage sales
- Signs advertising an event of a political nature
- Events that are entirely of a commercial nature, with no perceived community benefit

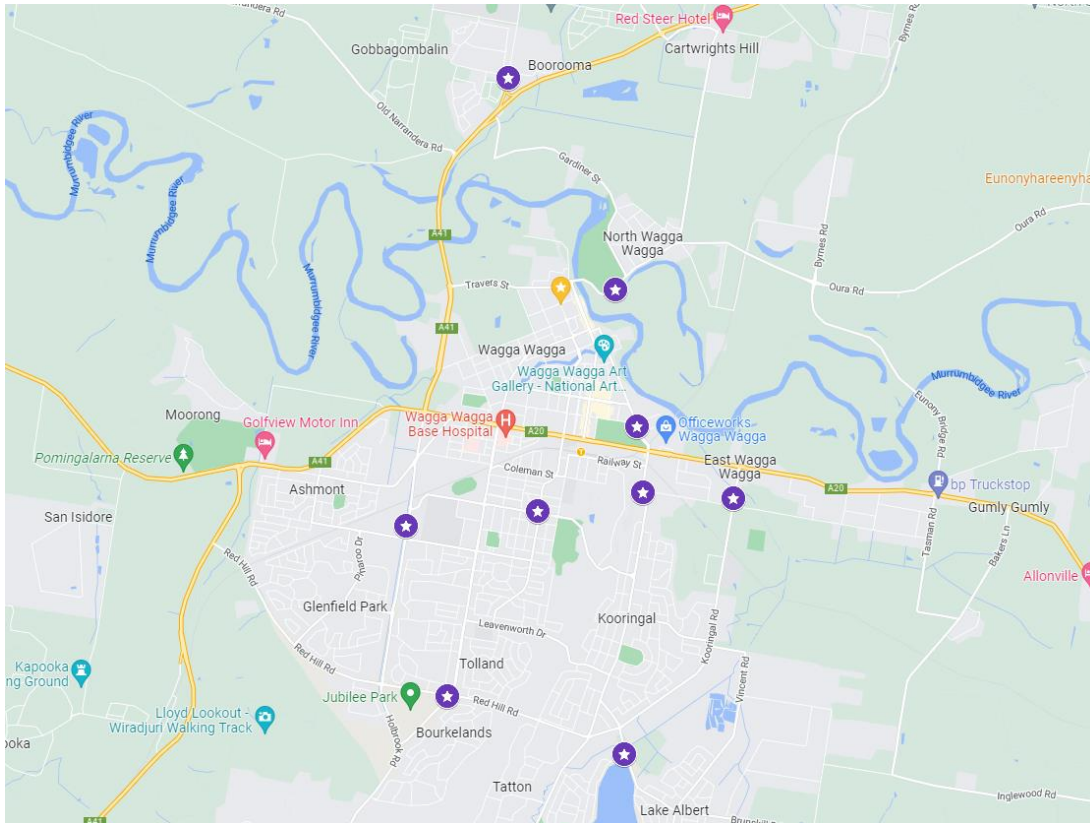
The organisation seeking to erect the temporary community event signs must take out and maintain for the duration of the event, public liability insurance for an amount of \$20 million with the Wagga Wagga City Council noted as being an interested party.

3. Where are the approved locations?

There are nine approved sites within the Wagga Wagga Local Government Area for the placement of temporary event signage for the purposes of promoting temporary community events.

- Hampden Avenue, North Wagga (opposite Wilks Park)
- Boorooma, eastern side of road, south of Messenger Avenue
- Lake Albert Road, western side of road, south of Copland Street
- Mitchelmore Street, Turvey Park
- Bolton Park south of Morgan Street corner
- Koorungal Road, western side of the road, north of Copland Street
- Lake Albert, corner of Lakeside Drive and Lake Albert Rd
- Jubilee Park, corner of Red Hill Road and Bourke Street

- Glenfield Road, western side of road, north of Fernleigh Road



4. Signage Design and Size

It is the intent that these signs are visually attractive and provided in a uniform manner so that they are easily identified and understood by motorists.

The signs cannot:

- include advertising of a commercial nature, other than the name of the event's sponsor(s)
- be illuminated or reflective
- obstruct or interfere with traffic signs

To maximise the impact of signage design, the following points are to be considered:

- Inclusion of date, time and location in large bold writing – minimum font size for readability is 120mm
- Graphics should be simple and bold
- Sponsorship logos should be kept to a minimum to ensure the event name, date and time are given maximum exposure on the sign for readability purposes
- Orientation can be landscape or portrait
- Can be no larger than 594mm x 841mm (A1)

Please note: all temporary event signage locations face the direction of oncoming traffic.

Council reserves the right to refuse permission to display signage on any grounds, particularly for any signage that, in the opinion of Council:

- Is poor in appearance
- Projects an offensive message

5. Installation and removal of signs

- It is the responsibility of the applicant to install and remove signs.
- Signs must be securely fixed into position, structurally adequate and demonstrate consideration for all loads that may be applied.
- The cost of maintaining the signs including damage, vandalism, replacement, reinstatement is also the responsibility of the applicant
- Signs in poor condition will need to be removed by the applicant
- Signs that are not removed by the due date or that are in poor condition may be removed by Council and the costs of removal and storage recovered from the applicant
- Signs are only to be placed at the designated site(s) on the designated structure.

6. Conditions

Council will require you to comply with conditions including:

- signs may be erected up to 14 days prior to the event, if selected sites are available
- signs must be removed within 3 days of the conclusion of the event
- signs are to be erected by the applicant
- signs must be secured to designated sites to the satisfaction of Council.
- maximum of four sites bookable at one time.

7. Application Process

Applications are made online via the following link:

<https://wagga.bookable.net.au/#!/search?date=2022-03-24&showMoreSearch=false&showMoreAttribute=false>

8. Booking Preferences & Site Allocation

Booking preferences will be given to the following events, in order of priority:

1. Council approved regular markets
2. Community events that have obtained approval under Council's Events on Public Land Policy and/or have obtained development consent
3. Other Community Events organised by not-for-profit incorporated associations (i.e. school fetes, cultural or sporting events)
4. Commercial events

9. Installation and Maintenance

Placement and maintenance of the signs is the responsibility of the applicant. The cost of maintaining the signs including damage or vandalism, replacement, reinstatement and/or re-erection is also the responsibility of the applicant. Signs that are in poor condition will need to be removed by the applicant or will otherwise be removed and impounded by an Authorised Officer of Wagga Wagga City Council.