

USE OF COMMUNITY WINDOW

File 2.2.4

Given Name: Surname:

Community Group:

Phone: Email:

Brief descriptions of display:

Set up date: Pick up date:

Signature:

Date:

Please note:

- Set up display between 12noon to 4.30pm and
- Pick up display between 9 am to 12 noon.

Office Use Only

Entered within Calendar and provided T&C: (sign)

Name of Officer:

TERMS AND CONDITIONS – USE OF COMMUNITY WINDOW

PRIVACY: The personal information supplied on this form is required in order to provide the service requested. It will be used by Council staff and stored in our record system for only as long as necessary. During this time it can be accessed and amended by you, and will only be given to third parties with your consent or as required by legislation.

INSURANCE: Kangaroo Island Council accepts no responsibility for loss or damage to the display, prior to during or after the display time has ended, or for personal injury sustained within Council grounds. You may require your own public liability insurance.

DECORATIONS: No Streamers, balloons, posters, etc are to be glued, taped or otherwise fixed directly to the walls and ceilings.

DAMAGE: Community groups are responsible for any damage or loss sustained to the display, property or equipment used during the display.

CLEANING: Community groups are responsible for leaving the premises in a clean and tidy condition. All surfaces used must be left in their original condition.

RUBBISH: Community groups must make appropriate arrangements for the removal of rubbish either by taking it with them or arranging for a rubbish service. Fees will apply if Council staff is required to clean up rubbish left behind.

At no time during the display are Kangaroo Island Council staff are to be relied on to maintain or deal with enquiries in relation to you Community group display. You are welcome to leave information which can be displayed within the brochure display.

The Kangaroo Island Council reserves the right to alter any of the above conditions.
