



## Poster Board Policy

**Responsibility:** C & E Committee

**Review Cycle:** Every five years

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
14 August 2018	8503

## **POSTER BOARD POLICY**

### **1. Introduction**

- 1.1 The Council manages fourteen A1 town centre poster boards and two additional boards sited at Goldsmiths Recreation Ground and the MOD pitch. All are made available for hire.
- 1.2 Letting of poster boards is managed through the council office, which will follow the guidance provided in this policy with respect to determining which users groups are permissible and deciding the appropriate rate for the hire.

### **2. Procedures**

- 2.1 Users wishing to hire the poster boards should contact the council office with their initial enquiry. Provisional bookings may be agreed by telephone but are not confirmed until a completed booking form is received by the office.
- 2.2 Bookings will only be accepted on the official booking form provided by the council office.
- 2.3 Posters must be delivered to the council office at least one week prior to display.
- 2.4 Bookings will open from December 1<sup>st</sup> for the following year.
- 2.5 Crowborough Town Council has priority booking for all boards.

### **3. Conditions of Hire**

- 3.1 The boards may be hired for non-commercial use only. Funds generated from an event advertised must benefit the charitable organisation or the society hiring the boards.
- 3.2 Commercial organisations or businesses are not permitted to hire the boards to advertise any event; this includes an event a commercial organisation or business may hold which is free to enter and/or does not generate any income for the organisation or business.
- 3.3 Charitable organisations must provide their charity number.
- 3.4 Any group registered as a registered society under the Co-Operative and Community Benefit Societies Act 2014 must provide their company number (see appendix 1).
- 3.5 Organisations must be based within a five mile radius of Crowborough.
- 3.6 Events advertised must be accessible to the general public.
- 3.7 The minimum period of hire is one week.
- 3.8 The boards may be hired for a maximum of two consecutive weeks.

- 3.9 A group or organisation may book for more than two consecutive weeks provided that each two-week booking is for a different event.
- 3.10 A group or organisation may book no more than three consecutive two-week bookings; covering three separate events.
- 3.11 In the event that a group or organisation books three consecutive two-week bookings, a minimum of six weeks must be allowed before any further bookings will be accepted.
- 3.12 All Bookings run from Monday to Sunday. In the instance that a booking incorporates a Bank Holiday Monday, posters will be displayed as soon as possible on the Tuesday morning.
- 3.13 If the charity event is sponsored by a commercial organisation, their logo should cover no more than 10% of the poster displayed.
- 3.14 Poster design will be reviewed and accepted by the council officer before display. It is advisable that a proof is sent for approval before any posters are printed.
- 3.15 In the instance that any of the poster boards is unavailable due to the poor condition of the board a refund will be issued for this board only.
- 3.16 All posters will be disposed of at the end of the booking. In the instance that a group or organisation would like to retain the poster at the end of the booking, this must be stated at the time of booking. Whilst every effort will be made to ensure the posters are returned in good condition, it must be noted that the poster boards are not water-tight and some damage to posters may occur during display. The Town Council cannot ensure that posters are returned in the original condition and does not take responsibility for any damage which occurs during display.
- 3.17 The decision as to whether to accept a booking or not rests with the council officer. Any complaint regarding the refusal of a booking should be addressed to the Town Clerk in the first instance.
- 3.18 The Council and council officers have the right to allow free use of boards at their discretion.
- 3.19 The hire of boards is at the discretion of the Town Clerk.

#### **4. Charges**

- 4.1 Payment is due one week prior to display, on delivery of the posters.
- 4.2 A group or organisation requiring an invoice must request this at the time of booking. In this instance payment will be required within thirty days of receipt of the invoice.
- 4.3 Details for BACS payments are available on request.

- 4.4 No refunds will be issued in the instance that late delivery of posters results in the late or non-display of posters.
- 4.5 Fees are charged for a full week only; there are no reduced payments for weeks that include Bank Holidays.
- 4.6 Fees will be reviewed annually by the committee. All fees will be published on the Town Council website.

## **Appendix 1**

Co-operative or community benefit societies may in general conduct any legal business. However, co-operative societies are restricted by section 2(3) of Co-operative and Community Benefit Societies Act 2014, which lays down that, for the purposes of the legislation, a "co-operative society" does not include "a society that carries on, or intends to carry on, business with the object of making profits mainly for the payment of interest, dividends or bonuses on money invested or deposited with, or lent to, the society or any other person".

Consumer, worker, agricultural and housing co-operatives, working men's clubs, Women's Institute markets, allotment societies, mutual investment companies, friendly societies and housing associations usually incorporate as societies, as do some social enterprises. This process is facilitated by the existence of "model rules" developed by various federal bodies, which reduce the legal costs. The Financial Conduct Authority maintains a list of these bodies which can be downloaded from their web site.