

## LEICESTER FOREST EAST PARISH COUNCIL

### ADVERTISING POLICY

#### 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 parish hall gates on the day your class or event takes place during your occupation of the building. Advertising materials must not be stuck to the front door of the parish hall and advertising material 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 not be placed 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.

**Long Term Hirers may make one application to cover the annual long-term hire – April to March.**

**All applications should be made in good time; Council meets on the third Wednesday 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 239 0039 or email [clerk@lfeparishcouncil.org.uk](mailto:clerk@lfeparishcouncil.org.uk)

END

Reviewed August 2022

Reviewed July 2023

Reviewed July 2024

Due for review July 2025