

# Castle Cary Town Council

## BANNER POLICY

For placing banners, signs or posters on the exterior of the Market House.

### Rationale:

- The term “banner” here refers to any banner, sign or poster of any size.
- The Market House is a Grade 2\* listed building which contributes significantly to the town's architectural and historic interest. The Town Council aims to keep the facade of the building as uncluttered as possible.
- Numerous local organisations reasonably wish, from time to time, to advertise community events by placing banners on the Market House or its railings. These can detract from the visual impact of the building as a whole.

This policy aims to provide a reasonable balance between these conflicting interests, and to give priority to important community events, especially those taking place in the Market House itself.

### Policy:

1. No banner should be placed on the Market House facade or railings unless booked to be so placed. Banners placed without permission will be removed.
2. The Town Council reserves the right to refuse without explanation a request for the placing of a banner on the Market House.
3. Unless by special arrangement, no banner is to remain in place for more than one week.
4. Banners should be removed immediately the event they refer to is over.
5. No more than one banner to be in place at any one time.
6. The location of banners can be determined by the Town Council.
7. Requests to place a banner must be logged in the Market House booking calendar, along with the name and telephone number of the person taking responsibility for placing it, and the name of the organisation.
8. In general priority is given on a first come, first served basis, with the following exceptions, in order of priority:
  - a) Major whole town events (such as the carnival, the Big Christmas etc)
  - b) Public events taking place in or at the Market House (for example coffee mornings, consultations, arts events in the Shambles etc)
  - c) Public events in Castle Cary or Ansford not taking place at the Market House
  - d) Public events taking place within 10 miles of Castle Cary.
9. Those booking second and lower priority events should contact the Market House to check before their event whether they may have the space they have booked.
10. The Town Council takes no responsibility for the safety of banners or any vandalism done to them.

*Updated June 2014*