

## **Policy 2016.1 Community Event Sign**

As part of the municipality of Hanwell's commitment to supporting a broad range of community events, the Community Event Sign located at the Municipal Office can be utilized by community and not-for-profit groups conducting events in the municipality.

To apply for the Community Event Sign please read the term and conditions below and complete the application form.

### **Display Time**

The Community Event Sign is rotated on a three-week cycle and each applicant can apply for one three-week display period per event.

### **Terms and Conditions of the Community Event Sign:**

1. Contact the municipal office and complete the Event Approval Application process. The applicant is responsible for providing accurate and complete information on the Event Approval Application form.
2. An application must be received by the municipality of Hanwell at least 7 days prior to the period in which the group wishes to display their message.
3. The event organizing body must be based in the municipality or provide services to people within the municipality.
4. Events must be open to all residents in the municipality
5. Applicants must hold current Public Liability Insurance sufficient for the proposed event.
6. The municipality of Hanwell reserves the right not to accept or promote any event that could involve the municipality in a controversial issue or expose Council to adverse criticism.
7. Should the applicant or any of its sponsors be regarded as inappropriate under the following, then the application for promotion will not be accepted:
  - a. An event that is at odds with local government policy directly or indirectly;
  - b. An event that does not meet the community standards relating to "good taste";
  - c. Any products or services which are at odds with the municipality of Hanwell's duty of care, aims or objectives.
8. The municipality of Hanwell will not promote any events associated with, illegal drugs, unlicensed gambling or political parties.
9. In all instances, the municipality of Hanwell reserves the right to not accept an application for space on the Community Event Sign.
10. The municipality of Hanwell will not be held responsible for the conduct of the event.
11. The municipality of Hanwell will not be responsible for what is promoted, and when it is offered, as there may be signs promoting different events on the same day.
12. The municipality of Hanwell will select the events to be featured on the Community Event Signs from the applications, for the following priority groups (**A** being the highest level of priority, and **D** being the lowest), and taking into account previous access to the Community Event Signs:

## Priority Groups

The following are the different levels of priority, with A being the highest level of priority, and D being the lowest.

- A. Council initiated events.
- B. Council supported events (supported through partnerships or direct funding)  
Assessed in order of:
  - Direct funding through grants and;
  - Events supported in partnership with the municipality of Hanwell.
- C. Council messaged
  - Civic functions and openings/launches.
  - Important information for the residents of the municipality
- D. Community Events  
Assessed in order of events that:
  - Have the potential to attract large crowds of participants
  - Involve a wide range of local community groups eg. Local arts, cultural and ethnic groups
  - Have demonstrated the ability to host the event
  - Offer something entirely new to municipality of Hanwell residents
  - Are accessible to all residents.

Original Date of Adoption by Council: April 13, 2016

Date of Revision Approved by Council: \_\_\_\_\_

Clerk's Signature: Melanie Frost