

Heritage Bank Marquee Booking Form

COMMUNITY MARQUEE BOOKING REQUEST

Please fill out the below details and forward the request to sponsorship@heritage.com.au
Call the Heritage Marketing Team on 07 4694 9420 for further information

Date requested:		Name of organisation/group seeking marquee:	
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Event Details

Event Name:	
Date/s of Event:	
Number of 3x3m Marquees requested:	
Contact name and phone number:	
If the event is in Darling Downs, is pick up possible from 400 Ruthven St Toowoomba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is pick up possible from another Heritage Branch in QLD? See our Branch Locator: heritage.com.au/branch-locator	
I will pick up the marquee/s up on:	
I will return the marquee/s on:	
If pick up is not possible please specify your delivery address within QLD:	
Please deliver the items on:	
Please collect the items on:	

RETURN NOTE:

If you have requested delivery/pick up option, you will need to meet the TOLL Priority driver in both instances. TOLL Priority will not always be able to make it on your preferred day. It is important to allow 2 days either side of the event unless prior arrangements have been made.

Signage Disclaimer:

I acknowledge that I have read and agree to the signage & promotional resources terms and conditions.	Your name and date below: (Signature not required)

Email completed form to sponsorship@heritage.com.au

Terms and Conditions: Heritage Bank Promotional Signage

1. Use of all Heritage Bank (Heritage) signs and related promotional items is subject to the following terms and conditions. By using the equipment you are taken to have read and accepted these terms and conditions.
2. Booking of all signs and related promotional items must be completed using the relevant signage booking request form.
3. Booking requests must be forwarded directly to sponsorship@heritage.com.au a minimum of two weeks prior to the required date. Where booking requests are received late Heritage Bank has no obligation to make signs available.
4. All users agree to have signs returned to Heritage or available for pick up on the return date noted on the booking request form. Where delays are expected, users agree to contact Heritage Marketing on 07 4694 9420.
5. If any items arrive damaged/incomplete or become damaged or soiled whilst in use, users agree to contact Heritage Marketing and provide details of the issue. If equipment is damaged or incomplete it must not be used as it may be dangerous.
6. Heritage Bank accepts no liability for any event, circumstance, loss or expense arising from the use of its signage or related equipment. In addition you warrant to Heritage that you hold, and will maintain throughout the period of use of Heritage signs and related promotional items, public liability insurance to a limit appropriate for the event you are holding. Also, if you are using an 'Octopus Marquee' or a '3 x 3m Pop-Up Marquee' you agree to request your insurer adds Heritage Bank as an "Interested Party" on your public liability insurance policy for the duration of the use of the Heritage Bank signage and related promotional item/s.
7. Where an Octopus Marquee has been booked using either an internal or external booking form, GC Event Hire will attend to set up and dismantle the item. Users agree to follow all safety instructions from GC Event Hire.
8. Where a 3x3m Pop-Up Marquee has been requested, the user agrees to follow set up and packing away instructions that are enclosed with the marquee.