

NOTE: Please read **Display Policy** prior to filling in Application Form

Application for Display Space

Display to promote: (e.g. events/community group etc)

.....
(Please enter name here)

Preferred dates of display:

From: _____ To: _____

Alternative Dates:

From: _____ To: _____

Preferred display area (please indicate by ticking options below)

- Ground Floor 1 (inside Library, near Returns Desk)
- Ground Floor 2a (in foyer, bottom of stairs to Clark's Café near Library entrance)
- Ground Floor 2b (in foyer, bottom of stairs to Clark's Café near Library entrance)
- Ground Floor 3a (window area near stairs to Clark's Café)
- Ground Floor 3b (window area near stairs to Clark's Café)
- Ground Floor 4a (window area near the lift to mezzanine floor)
- Ground Floor 4b (window area near the lift to mezzanine floor)
- Ground Floor – Children's area

- First Floor 1 (South/Arts, Music, Literature)
- First Floor 2 (North/Sciences and Humanities)

- Second Floor

Contact details:

Name: _____

Day Phone Number: _____

Night Phone Number: _____

Cell Phone Number: _____

Fax Number _____

E-mail address: _____

Post address: _____

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Full description of display content:

- I agree to take responsibility for setting up and dismantling the display on the agreed dates. (Failure to dismantle on or before the agreed date will automatically default to a charged service below).
- I want a staff member to set up and/or dismantle my display. The charge for this service is \$40 per hour.

Any material that is left with us for collection will be held for one week and then disposed of, unless alternative arrangements are made with the appropriate display area co-ordinator.

I agree with the attached conditions entitled "Wellington City Libraries Display Policy".

Signature:

Date:

Office Use
Approved:
Date: