

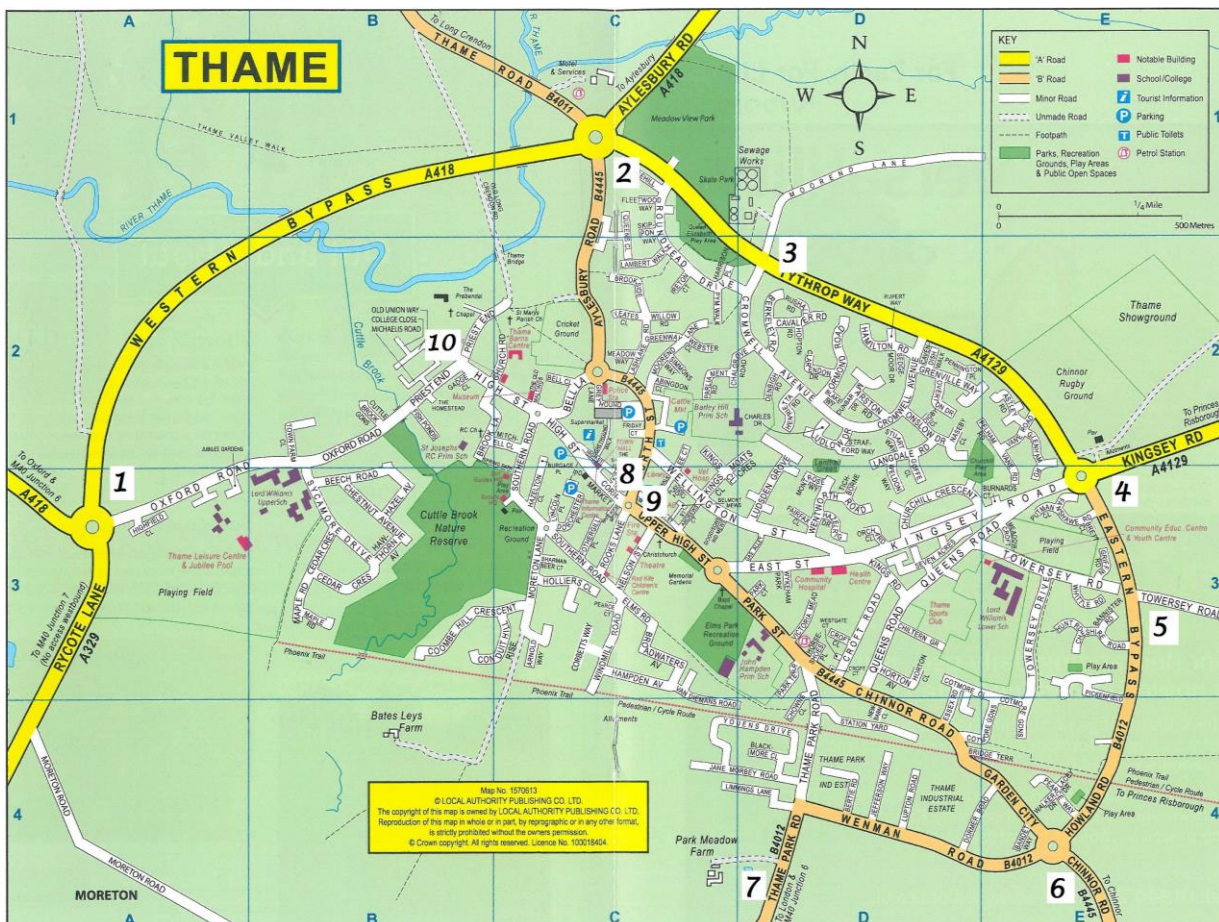
# PROMOTIONAL SIGNS IN THAME

## Information Sheet

Thame Town Council (TTC) has various opportunities for displaying promotional signage around Thame. This is restricted to signage that promotes events being delivered in and around Thame. Local charities, local businesses and visiting events can seek permission for positioning signage at set locations around town for this purpose, using the application form at the end of this document, in line with the Terms & Conditions outlined below.

Where the signage is being used to promote an event being delivered by a business a charge may be incurred as detailed in the application form.

Signage can be positioned at the following 10 locations:



Note: Position 8: outside Town Hall. Position 9: Market House Railings. Position 10: Stribble Hills

### NOTE:

TTC has responsibility for removing fly posting and monitoring event signage in Thame and the surrounding parish. Any sign which is posted without the Town Council's prior consent will be removed and retained by the Council for a period of 14 days. Removed signs can be retrieved within this period by contacting the Town Council on 01844 212833. Signs which are not collected in this period will be destroyed

Signs posted by the travelling community are subject to separate legislation.

## **Signage options available for Community Groups & Events**

### 1. Independent signs to be positioned in grass verges

#### Specification:

- Can be located at positions 1- 7 on map above
- No bigger than 100cm x 60cm in size
- Fixed securely to temporary posts inserted into the grass verge.
- Fixings must be provided by you

### 2. Attachment of signs to planters

#### Specification:

- Can be located at positions 1- 7 on map above
- No bigger than Landscape 100cm x 60cm size
- Fixed securely to planters using cable ties
- Fixings must be provided by you

### 3. Feather flags

#### Specification:

- Can be located at positions 1-8 on map above
- Bases provided at each location. Additional fixtures (poles) to be collected from and returned to Thame Town Hall
- You are responsible for providing the feather flags. Details of specifications for printing available from [Cassie.Pinnells@thametowncouncil.gov.uk](mailto:Cassie.Pinnells@thametowncouncil.gov.uk)
- We recommend providing double sided feather flags as single sided may move in wind and hide details.

### 4. Banners: Market House Railings

#### Specification:

- Can be located at position 9 on map above
- Restricted to Community Banners only maximum of three displayed.
- Maximum dimension of banner allowed: 6ft x 3ft
- Must be fixed securely to railings using cable ties
- Fixings must be provided by you

#### Stribble Hills Banners:

- Opportunity to display a Banner at Stribble Hills are also available for community activities within the immediate vicinity i.e. St Mary's Church, Barns Centre, River Thame. Permission may also be granted for specific high profile, town-wide events. For more information contact [Cassie.Pinnells@thametowncouncil.gov.uk](mailto:Cassie.Pinnells@thametowncouncil.gov.uk)

## **Sponsorship Opportunities for Businesses**

If you are a local business and you want to promote your business, Thame Town Council has the following sponsorship opportunities available:

- Millennium Planter signage
- Flower Beds
- Town Gateway Planters
- Floral Standards.

For more information about each of the above please contact:

[Cassie.Pinnells@thametowncouncil.gov.uk](mailto:Cassie.Pinnells@thametowncouncil.gov.uk)

**APPLICATION TO POST SIGNS ON THE HIGHWAY  
IN THE PARISH OF THAME**

<b>Name of organisation</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone no.</b>	
<b>Name of event</b>	
<b>Date of event</b>	

	Location (please tick)										Start date	Removal date
	1	2	3	4	5	6	7	8	9	10		
<b>Grass verge</b>												
<b>Planters</b>												
<b>Feather Flag</b>												
<b>Market House - Railings</b>												
<b>Stribble Hills</b>												

**I have read and understand the Terms & Conditions (overleaf) regarding signs on the highway.**

**Signed:**

**Date:**

Please complete the above application form and return it to:  
Thame Town Council, Town Hall, High Street, Thame OX9 3DP, marked for the attention of Jane Webster or send it by email to [info@thametowncouncil.gov.uk](mailto:info@thametowncouncil.gov.uk)

## **Terms & Conditions:**

1. Thame Town Council reserves the right to decide which signs may or may not be displayed within the parish at all times.
2. Thame Community groups will be given priority treatment at all times.
3. Where the signage is being used to promote an event being delivered by a business a charge may apply as follows:
  - Details of current rates available on request
  - Charges are fixed to cover the full 2 week period
  - Pro-rata charges will only be available if it is not possible for signs to be displayed for the full 14 days of the booking, due to a prior booking
4. With the exception of Sponsorship which is subject to alternative Terms and Conditions, Signage may be displayed a maximum of 14 days in advance of the event and must be removed within 3 days of the event taking place.
5. Thame Town Council accepts no responsibility for signs displayed under this agreement. You are responsible for your signs at all times.
6. All Signage designs must be agreed in writing by Thame Town Council before being displayed.
7. Signage must be positioned in a way that is sympathetic to grass cutting needs.
8. No more than 10 signs can be displayed per event
9. The owner of the sign must indemnify the Town Council against any claims arising from the placement of signs on the highway. In addition, they may be held liable for any action brought against them if there is an accident or damage due to the object being on the highway
10. The Town Council will not permit signs which:
  - cause a hazard or interfere with the visibility of motorists;
  - obscure previously existing signage;
  - are offensive or unsightly;
  - are affixed to any tree;
  - represent a danger to vehicles that might collide with it;
  - are intended purely to advertise goods or services.