

Appendix V1j

HIRE OF BUTE PARK HERAS BANNERS

Heras banners are available to dress your event area in Bute Park free of charge. They can be useful for improving event site appearance and also screening off 'back of house' areas.

There are 10 spacer panels and 10 x sets of 3 themed images. 40 in total, please see below. You may find certain themes are more appropriate to your event so let us know if you have specific requests.



Spacer

A1, A2 & A3 – Champion Trees

Spacer

B1, B2 & B3 – Award Winning Horticulture



Spacer

C1, C2 & C3 – Wildlife Trails

Spacer

D1, D2 & D3 – Beautiful Sculptures



Spacer

E1, E2 & E3 – Heritage Features

Spacer

F1, F2, F3 – Stunning Wildlife



Spacer

G1, G2 & G3 – Natural Play

Spacer

H1, H2 & H3 – Quality Refreshment Facilities



Spacer

I1, I2 & I3 – Education Centre

Spacer

J1, J2 & J3 – Park Event Programme

The banners are attached to standard heras fence panels with standard cable ties.

If you wish to hire the banners please complete the form below and send in with your application form.

The banners are kept in secure storage inside the cabins in the Castle Clock Tower Courtyard. Access is to be arranged via the Castle Operations Manager or a member of the Bute Park Team.

Your Site Supervisor can help you with collection and delivery if required, though additional time charge may apply.

Please ensure you leave enough time in your schedule for your staff to put up and take down the banners.

Terms of use:

1. Banners must be looked after to keep them in good condition for other users. For example, please take care not to lose the banners, rip the banners or get them excessively dirty.
2. All banners must be collected at a pre-agreed time. Arrangements will be confirmed to you once your application has been processed by the Parks Event Manager and passed to the Castle's Operations Manager.
3. Banners must be delivered back to the Castle at the time agreed. This will be pre-agreed in staff diaries and delays may cause operational difficulties or prevent other people from using them.
4. The Event Organiser is solely responsible for assessing the risk of wind loading on the banners and should include this consideration and appropriate mitigations in their risk assessment.

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To be completed by the Event Organiser

For the event named _____

I wish to hire _____ No. banners for the period _____ [time] _____ [date] until
_____ [time] _____ [date].

Specific requests (give letter/number refs) _____

I will / won't need the assistance of my Site Supervisor for collection (hourly rate will apply).

I will / won't need the assistance of a vehicle to transport them to site (extra charge may apply).

My site is located at _____ [area of Bute Park].

The named contact for collection is _____ their mobile number is _____

I will return the banners at _____ [time] _____ [date].

I will / won't need the assistance of my Site Supervisor for return delivery (hourly rate will apply).

I will / won't need the assistance of a vehicle to transport them back to the castle (extra charge may apply).

The named contact for return delivery is _____ their mobile number is _____

Pass to Parks Event Manager for processing

To be completed by Parks Event Manager

The banners are available on the dates requested Yes No

If less the number available is _____

Return to Events Organiser as confirmation, cc Castle Operations Manager

To be completed by Cardiff Castle staff

The banners have been booked in for collection at _____ [time] _____ [date]

_____ No. banners were returned in good condition on _____ [time] _____ [date]

_____ No. banners are missing PLEASE STATE No. & letters _____

_____ No. require washing

_____ No. are unusable PLEASE STATE No. & letters _____

Return to Parks Events Manager for records. Contact Emma Knight in the Bute Park Team with any issues.