

Kings Square Rotunda

Thank you for your interest in using the display spaces in our Kings Square rotunda. Gloucester City Council own and manage the spaces. If you would like to display a poster in the rotunda please follow the guidelines below.

Guidelines

- The rotunda has capacity to display twelve x A2 sized posters (420mm x 594mm, portrait).
- The rotunda is for displaying posters of events in the city. Direct advertisements are not permitted.
- All events displayed must be legal and covered by the correct insurance. This is the responsibility of the individual booking the display space.
- Posters will be rotated on a weekly basis (usually a Wednesday). Posters can be displayed for 1, 2, 3 or 4 weeks. No poster will be displayed for more than four weeks continuously.
- All posters must be received by Nicola Jones, (4th Floor Reception, Herbert Warehouse, The Docks, GL1 2EQ) no later than 12 noon on a Wednesday. It is your responsibility to ensure that posters are with us by this time (please take account of postal delays if sending in the mail).
- Only good quality, professionally produced posters will be displayed in the rotunda. No hand written posters.
- Event display spaces will be free for the first six months. After this the situation will be reviewed.
- Gloucester City Council has the right to refuse to display any poster that does not conform to the above guidelines.

How to book your space in the rotunda

- Display spaces will be allocated on a first come first served basis.
- Only when we have received your poster and agreed that it is acceptable will we be able to confirm your space.
- Please ensure that the poster is received by the city council no later than 12 noon on a Wednesday for it to appear in the rotunda the same week.
- You may either send posters in the mail (please do not bend them) or hand them in directly to Nicola Jones, 4th Floor Reception, Herbert Warehouse, The Docks, GL1 2EQ.
- Please complete the attached booking form and return it to us with your poster. (We need to know when you would like your poster to appear in the rotunda)
- All enquiries please call Nicola Jones on 01452 396727 or email NJones@gloucester.gov.uk

ROTUNDA BOOKING FORM

Name:

Name of business / organisation:

Address:

Contact telephone number:

Are you an LVA member? Y N (please circle)

**I would like my poster to be displayed in the Kings Square rotunda from Wednesday.....(start date)
for 1 2 3 4 weeks (please circle)**

Fee payable: Waived

Signed.....

Date.....