

Upper Hutt community noticeboard – terms and conditions

To use the community noticeboards, organisations must comply with the following terms and conditions.

- Booking of the signboards is subject to availability. Upper Hutt City Council events have priority for use of the signboards.
- The signboards are to be used for community notices and events happening within Upper Hutt only and are not to be used for commercial advertising.
- Upper Hutt City Council reserves the right to refuse any booking or remove any signage at any time and for any reason.
- 160mm is the minimum required height for all text (excluding logos).
- A maximum of 40 characters or 8 words can be used on billboards installed at Fergusson Drive (Rimutaka Tavern and Silverstream).
- Each sign is to be a maximum 2m wide and 1.4 tall. We suggest you talk to your signage manufacturer who can suggest the most efficient size depending on material.
- All artwork must be supplied to marketingandpromotions@uhcc.govt.nz before applying material to the community noticeboard for approval.
- You may use the signboards for a maximum of 14 days or between the dates specified above.
- The signs must be stapled onto the signboards and no other structure may be attached to the signboards.
- The signs must be erected on the booked date and dismantled on the booked date and is the responsibility of the person making the booking.