

# Community Bank Mount Martha Guidelines for Borrowing Marquees & Banners

The staff of the Community Bank Mount Martha would like to extend a helping hand to our community groups by offering the use of our marquees and banners at local events.

Below are a set of rules to ensure these marquees have a long life and may be used by many.

Please assist us by complying with the following rules:

1. Provide us with a copy of your Public Liability Insurance.  
The marquee can NOT be collected until we have received this policy
2. At the time of booking all borrowing groups are required to provide group name, address and telephone number as well as a contact person. This person will be held responsible for the pickup and return of Marquee/Banners.
3. Marquee/Banners to be collected and returned to the same branch the next working day after the event.
4. Marquee/Banners to be erected and dismantled on the day of the event. DO NOT leave over night. Please ensure Marquee is stored securely until returned.
5. Marquee Not to be used as a BBQ cover.
6. Please DO NOT attach anything to the plastic of the Marquee that may damage it.
7. The use of the Marquee/Banner(s) will be determined by the staff at Community Bank Mount Martha. Preference will be given to those groups who support Community Bank Mount Martha.
8. In the event of damage to the Marquees or Banners, please report damage immediately to Community Bank Mount Martha .

Thank you for your co operation. We wish you success in your event.

**Please email/drop in completed Marquee form to  
[mountmarthamailbox@bendigoadelaide.com.au](mailto:mountmarthamailbox@bendigoadelaide.com.au) or  
Shop 6, 34-38 Lochiel Ave, Mount Martha Vic 3934.**

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Name of Organisation borrowing:.....

Event Purpose:..... Event Date: From: .....to.....

Event Location:.....

Contact name & phone Number \_\_\_\_\_

Email address: \_\_\_\_\_

Signature and agreement to comply with the above rules:

\_\_\_\_\_ Date \_\_\_\_\_