

# Eketāhuna Our Town Inc.

32 Main Street  
Eketāhuna 4900  
New Zealand

eketahunakiwicountry@xtra.co.nz

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## Eketāhuna Our Town Committee Inc. Flagtrax & Entry/Exit Sign Usage Policy

### Preamble

Eketāhuna Our Town would like to make available usage of the Eketāhuna Our Town FlagTrax system and changeable signage on the Exit and Entry Signs to community organisations, businesses and local individuals under the following conditions.

### 1. Rental Dates

#### a. Priority

FlagTrax & Sign usage will be prioritised as follows

- (a) Eketāhuna Our Town Inc.
- (b) Local Not for Profit Organisations
- (c) Local Business
- (d) Local Individuals
- (e) Regional Not for Profit Organisations
- (f) Regional Local Businesses

#### b. Date Availability

Dates will be available on a first come first served basis taking into account the Priority listing 1a.

### 2. Rental Duration

#### a. minimum

1 Week – including installation and removal.

#### b. maximum

4 Weeks – including installation and removal.

A longer duration may be negotiated if no other bookings have been received for the proposed extension of dates.

### **3. Rental Cost Scales**

- i. **Flags - \$5 per flag per week – including installation and removal.**
- ii. **Signs - \$5 per sign per week – including installation and removal.**

#### **b. Non-Profit Organisations**

**Eketāhuna Our Town may at their discretion return fees paid by Non-Profit Organisations.**

### **4. Booking Process**

The Eketāhuna Our Town Flag/Sign Booking Form will be available from the Eketāhuna Information Centre, the Eketāhuna Library and online from [www.eketahuna.co.nz](http://www.eketahuna.co.nz).

A completed booking form, including either a digital or printed copy of the proposed Flag design/Sign Wording must be submitted to Eketāhuna Our Town Inc.

Forms can be submitted online, by email to [flagsigns@eketahuna.co.nz](mailto:flagsigns@eketahuna.co.nz) or presented at the Information Centre or Eketāhuna Library. Date of receipt will be considered the date the application has been made. The application will then be considered by the Eketāhuna Our Town Sign/Flag subcommittee for approval. Once approved in writing payment is due.

Flags and signs must be delivered to the Eketāhuna Information Centre a week prior to installation and must be collected no later than a week after the rental period has concluded. Eketāhuna Our Town will not be responsible for returning signs and flags unless a prepaid, self-addressed, courier pack is provided from a courier company who are prepared to collect from the Eketāhuna Information Centre.

## 5. Payment

### a. Full Payment

Once the flag design and dates have been approved full payment is due and must be received as cleared funds 5 business days prior to flag raising/sign installation.

### b. Accepted Methods of Payment

Deposit into Eketāhuna Our Town Inc.'s bank account by internet banking or manual deposit at a BNZ branch.

## 6. Flags & Signs

### a. Provision

Flags & Signs must be provided by the User.

### b. Compatibility

i. Flags: Only FlagTrax flags manufactured by Flagmakers Ltd, 8 Waione Street Petone, Lower Hutt 5012, 0508 352 462  
<https://www.flagmakers.co.nz/> may be used.

ii. Signs: Only signs manufactured to fit our Entry & Exit sign slots by The Sign Factory 47 Victoria Street, Masterton 5810, 06 378 7179  
<http://signfactory.co.nz> may be used.

### c. Design, Imagery & Wording

Prior written approval of design, imagery and wording is required from Eketāhuna Our Town Inc. before any booking is accepted. Written approval will be provided by email.

## 7. Installation & Removal

Installation and removal may only be done by persons specifically nominated by Eketāhuna Our Town/or a committee member.

## 8. Definitions:

business day	means any day Monday to Friday excluding public holidays.
cleared funds	means funds that are available to be withdrawn, or used in financial transactions, and cannot be reversed.
Eketāhuna Our Town Inc.	means Eketāhuna Our Town Incorporated.
FlagTrax User	means the person, organisation or entity using the Eketāhuna Our Town Incorporated's FlagTrax system.
local	means Tararua District south of Pahiatua.
our	means that which pertains to Eketāhuna Our Town Incorporated.
regional	means Tararua District & Wairarapa.
Sign User	means the person, organisation or entity using the Eketāhuna Our Town Incorporated's Entry or Exit Signs.
user	means the person, organisation or entity using the Eketāhuna Our Town Incorporated's FlagTrax system or Exit and Entry Signs.
we, us	means Eketāhuna Our Town Incorporated.
week	means any seven consecutive days.
you	means the person, organisation or entity using the Eketāhuna Our Town Incorporated's Flag Trax system or Entry and/or Exit Signs.
your	means that which pertains to persons, organisations or entity using, or interested in using the Eketāhuna Our Town FlagTrax system or Exit and/or Entry Signs.

## **9. General Indemnity**

The FlagTrax User and Sign User will indemnify the Eketāhuna Our Town Inc against each Cost incurred by the Flag & Sign Owners as a result of:

- (a) the occurrence of damage to their flags or signs due to weather, earthquake, vandalism, motor vehicle accident, fire or interference by any third party.
- (b) any failure by your Flag/Sign supplier to deliver your flags/signs, either in time for the User's agreed use of the FlagTrax system/signs, or at all.
- (c) any loss or damage to flags or signs between delivery and collection.