

Upper Hutt community noticeboards – terms and conditions

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

Wooden Noticeboard

- 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 local promotion and community events happening within Upper Hutt only and are not to be used for commercial advertising or personal events.
- Upper Hutt City Council reserves the right to refuse any booking or remove any signage at any time and for any reason.
- For printed artwork, 160mm is the minimum required height for all text (excluding logos).
- A maximum of 40 characters or 8 words can be used on billboards.
- Each printed 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 uploaded to the booking form when booking the noticeboard. If changes need to be made to the artwork, this needs to be done and resent through for approval.
- You may book the signboards for a maximum of 14 days.
- The printed signs must be stapled onto the signboards and no other structure may be attached to the signboards.
- The printed signs must be erected on the booked date and dismantled on the booked date and is the responsibility of the person making the booking.

Digital Noticeboard

- 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 local promotion and community events happening within Upper Hutt only and are not to be used for commercial advertising or personal events.
- Upper Hutt City Council reserves the right to refuse any booking or remove any signage at any time and for any reason.

- For digital artwork, 24pixels is the minimum required height for all text (excluding logos).
- A maximum of 40 characters or 8 words can be used on billboards.
- The digital artwork must be 384 pixels (W) and 240 pixels (H), with a resolution of 72 pixels per inch and supplied as a PNG, JPG or JPEG file.
- All artwork must be uploaded to the booking form when booking the noticeboard. If changes need to be made to the artwork, this needs to be done and resent through for approval before the booking start date.
- You may book the signboards for a maximum of 14 days or as discussed.
- The digital signs will be uploaded on the Monday of the week of the booked date and removed on the booked date. For example if your booking date is Thursday 16 February, the artwork will be uploaded on Monday 13 February.