



HORSHAM
Rural City Council

Return Form To:

Horsham & Grampians Visitor Information Centre
71 Pynsent St, Vic 3400 or PO Box 857 Horsham Vic 3400
Ph. (03) 5382 9555
Email. tourism@hrcc.vic.gov.au

Amended: October 2025

TEMPORARY EVENT SIGNAGE REGISTRATION FORM

Please lodge your application no later than 6 weeks prior to the event.

Event Name: _____

Event Date: _____ (signage displayed 2 weeks prior to event subject to availability)

Contact Name: _____

Contact Number: _____

Contact Email: _____

You are required to provide a proof of the sign layout design to the Co-ordinator of the Horsham and Grampians Visitor Information Centre. If no proof is presented for approval, your request for temporary event signage will not proceed.

Temporary Event Signage

Up to 6 event signs will be displayed subject to availability. Where possible we endeavour to place your signs in your preferred location.

How many signs do you have? _____

Please number in order of preference.

- | | |
|---|--|
| _____ 1. Henty Highway (Dooen Road) | _____ 8. Western Highway (Stawell Road near bridge) |
| _____ 2. Western Highway (Dimboola Rd, near college) | _____ 9. Henty Highway (Hamilton Road) |
| _____ 3. Wimmera Highway (Natimuk Road) | _____ N/A 10. TIDY TOWNS |
| _____ 4. O'Callaghan's Parade (Facing Capital Restaurant) | _____ 11. Western Highway (Melbourne entrance) |
| _____ 5. O'Callaghan's Parade (Facing Harvey Norman) | _____ 12. Western Highway (Melbourne entrance) |
| _____ 6. O'Callaghan's Parade (Facing Betta Electrical) | _____ 13. Dimboola Road (across from Emmett's) |
| _____ 7. O'Callaghan's Parade (Facing Atlas Fuels) | _____ N/A 14. TIDY TOWNS |
| | _____ 15. Dimboola Road (across from Emmett's) |

Note:

A request for signage to be displayed outside the normal parameters will be considered if space permits and it's not within the 3 months leading up to the event. See back of this form for full guidelines.

Would you like to take up this offer? _____ if yes, which month: _____

TEMPORARY EVENT SIGNAGE GUIDELINES

- Signs are to be made with core flute board. Signs are to be 900mm high by 2300mm wide to fit frames provided.
- Signage to be kept simple and easy to read
 - o Signage should indicate: What? Where? When?
 - o Signage can incorporate Logo or Image subject to approval
 - o Lettering must be more than 100mm high
- A sign layout proof is required for approval by the Horsham & Grampians Visitor Information Centre Co-Ordinator; otherwise your event signage request will not proceed.
- Up to 6 signs per event subject to availability
- All temporary signage will be displayed for up to 2 weeks prior to the event, unless permission is granted for a longer period. Signage will be taken down after the event.
- Signage is put up and taken down by council staff usually on a Monday.
- A request for signage to be displayed outside the normal parameters will be considered if space permits and it's not within the 3 months leading up to the event.
 - o Signage will be displayed for up to 4 weeks on a one off basis.
 - o Signage will be subject to the same approval standards.
 - o Upcoming events take precedent.
- The Sign/s must to be delivered to the Council Depot Office in Selkirk Drive, Horsham, 3 weeks prior to the event.
- You are required to collect your sign from the Council Depot within 1 week after your event. If signs are not collected after 1 month they may be destroyed, as there is limited storage space at the council depot.



Signs are to be made at your own expense.

*Note: Unauthorised event signage displayed at these locations or on Road Reserves without approval **will be removed**, in accordance with the Horsham Rural City Council Local Laws.*

Horsham Based Signwriters

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|-----------------------|--------------|--|
| • Bevanart signs | 03 5382 8429 | mail@bevanart.net.au |
| • Mick Harrison Signs | 0408 504 735 | mick@micksign.com.au |
| • Sign online | 03 5381 1611 | info@signonline.com.au |