



APPLICATION FOR SPECIAL EVENTS STREET BANNER

Street banners may be approved that advertise or pertain to civic, patriotic, or special events of general public interest taking place within the City. No banner that promotes commercial ventures or political activities is allowed. Banners shall be installed by the City following written approval no more than fifteen days prior to the event. The City reserves the right to limit the number of days a banner is displayed, and which of the two locations that are used, depending on demand for the space. Banners must be claimed within ten days of the conclusion of the event. Banners must be delivered to and picked up at the Public Works/Community Development Office, City Hall, 400 E Main St. **Banner must accompany this application.**

All banners approved for installation shall meet the following standards:

- Banner material shall be heavy canvas, 15-ounce vinyl, or similar durable fabric
- Banner dimensions must be 42 inches by 30 feet (42"X30')
- Staggered 12" half-circle wind-flaps spaced 36" on center
- Metal press-fit grommets or 3/4" marine type strapping for heavy duty snap-clips 24' on center across top of banner
- Banners that have been repainted may be requested to have the paint removed for the new message prior to installation due to weight restrictions
- No more than one banner, per application, will be approved
- Two banners sewn together to make a double sided message will not be approved
- Banners in poor condition will not be approved

Applicant: _____ Date: _____

Name of Event: _____

Date of Event: _____ Requested Dates for Banner Display: _____ / _____

Message on Banner: _____

Contact Person: _____ Contact Phone#: _____

Email for Contact Person: _____