



**1<sup>st</sup> STREET BANNER PERMIT**

Please complete the following information. Requests will be processed on a first come, first serve basis. The banner permit fee is \$120.00 for a week period, on Monday to the following Monday. An applicant may be approved for additional weeks as long as other applicants decline their opportunity to hang a banner during their event week.

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Dates to hang banner: Start: \_\_\_\_\_ End: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

**BANNER SPECIFICATIONS:**

- 1 Banner shall be made of a material capable of sustaining severe weather and high wind conditions. (Recommend minimum of 18 oz. Vinyl material, with edges folded and double stitched near eyelets.)
- 2 Include Air Holes.
- 3 Have attached metal eyelet spaced every two foot (2').
- 4 Maximum thirty foot (30') long by three foot (3') in height.
- 5 Supplied with sixty (60') foot length of one quarter inch (¼ ") nylon rope.
- 6 Banner must be delivered to the Public Works Department at City Hall one week prior to event.
- 7 Banner must be collected from the Public Works Department one week after the event.

**Applicant agrees to maintain the appearance of the banner, including damages due to environmental conditions.**

Initial \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Public Works Department Date

Comments: \_\_\_\_\_