



APPLICATION FOR STREET BANNER

City of Jenks

P.O. Box 2007 • 211 N. Elm
Jenks, OK 74037
(918) 299-5883

Date: _____

Applicant: _____ Organization: _____

Address: _____

Phone No.:(Day) _____ FAX: _____

(Evening) _____ email: _____

Requested Hanging Date: _____ Removal Date: _____

Banner Dimensions: _____ Banner Construction/Material: _____

Wording on Banner: _____

Banner to be Installed & Removed By: Applicant Jenks Public Works Department (\$50 fee)

If installed/removed by the Public Works Department, Applicant acknowledges the fee of \$50 (to be paid in advance). Banner is to be provided to Public Works a minimum of three (3) days before the requested hanging date.

HOLD HARMLESS AGREEMENT

I (We), the undersigned, assume full responsibility for any damages or injuries which may be sustained as a result of the hanging and removal of my (our) banner and agree to hold harmless and fully indemnify the City of Jenks, or of its trusts, agents, or employees for any such claims or loss occasioned by the hanging of the banner or sign.

Applicant Signature

Organization

Witness

Date

FOR CITY USE	
Date Paid: _____	Approved By: _____
Fee Paid: _____	Date: _____
Receipt No.: _____	To Operations: _____

STREET BANNER REQUIREMENTS

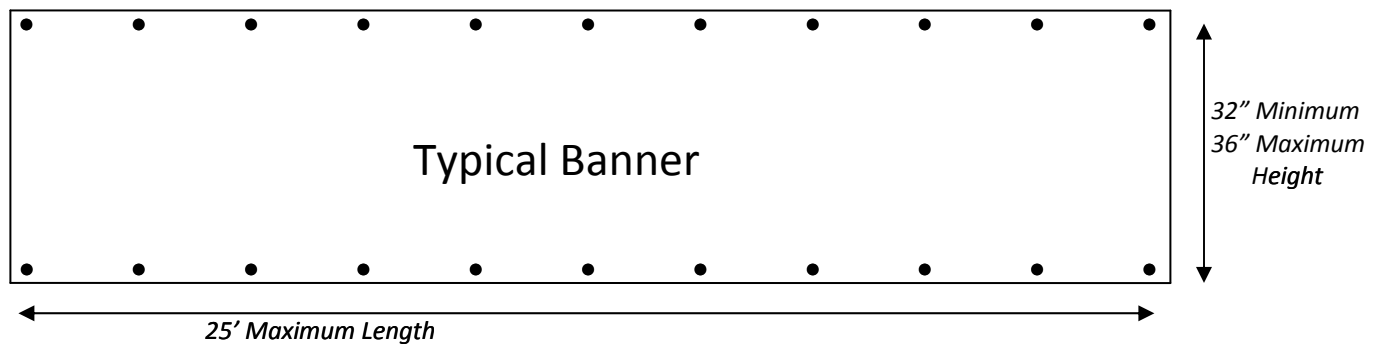
RESTRICTIONS:

1. Banners are allowed to be hung over public streets from City approved poles and lines only.
2. Banners are allowed to be hung for the promotion of civic, charitable, or religious events only.
3. The period for banner hanging will not exceed fourteen (14) calendar days.
4. If there is a prior application for hanging a banner, the Public Works Director, in his sole discretion, may deny permission to hang any other banner during the same time frame.

REQUIREMENTS:

1. Applicant assumes full responsibility for any damages or injuries which may be sustained as a result of hanging the banner by signing the "Hold Harmless Agreement" included in the application.
2. Prior to hanging the banner or sign, applicant must provide evidence of insurance to the Public Works Director showing coverage on the applicant and the City of Jenks for any and all claims arising from any single occurrence for personal injury or death in the sum of \$1,000,000 and for property damage, personal injury or death for any single claimant in the sum of \$100,000 unless such limits or coverage is waived in writing by the City Manager.

BANNER SPECIFICATIONS:



SIZE:

Overall Length: 25 Feet (Maximum)

Overall Height: 32 inches (Minimum)

36 inches (Maximum)

CONSTRUCTION:

1. Material is to be of a type that will withstand normal weather (wind and rain) conditions.
2. Banner (top, bottom, and both ends) is to have a finished hem to prevent wind tears.
3. A hemmed edge approximately two (2) inches wide is required at the top and bottom of banner with metal eyelets installed on doubled material for the purpose of attaching the banner to the existing guy wires.
4. Eyelets will be made of brass, or other metallic material, or hard plastic grommets with an inside diameter of at least one-half inch.
5. Eyelets are to be installed in a configuration so that there will be eleven (11) across the top and eleven (11) across the bottom, with spacing approximately 30 inches apart.
6. Mesh material or wind holes are to be included in banner construction.

INSTALLATION:

1. A fee of \$50.00, payable in advance, is required if the Jenks Public Works Department hangs and removes the banner. If the applicant is allowed to hang the banner, there is no fee. Fee is waived for City sponsored or co-sponsored events, or when specifically waived by the City Council.
2. Banners must be furnished to the City a minimum of three (3) working days before requested time to be hung.