

## STREET BANNER REQUIREMENTS

### RESTRICTIONS:

- Banners are allowed to be hung over public streets from City approved poles and lines only.
- Banners are allowed to be hung for the promotion of civic, charitable or religious events only.
- The period for banner hanging will not exceed seven (7) calendar days.
- 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:

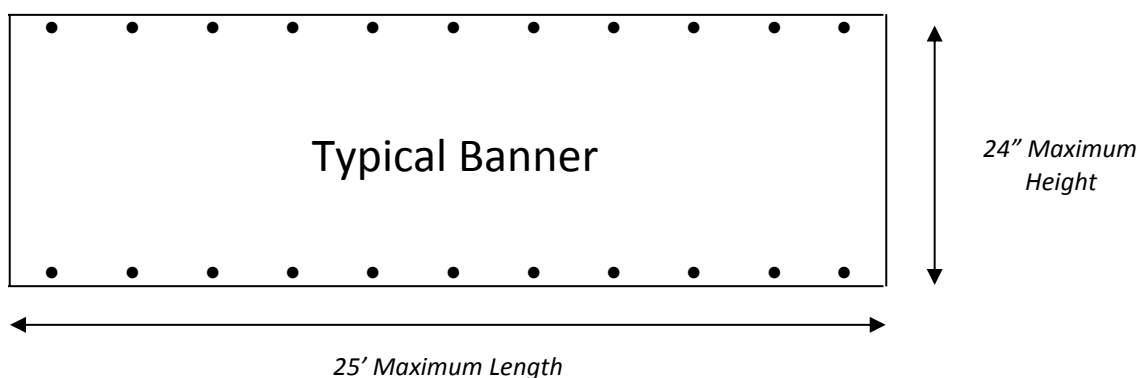
**Application** – Application must be submitted no less than thirty (30) days before the requested hanging date.

**Fee** - \$50, to be paid upon approval of application. Fee is waived for City-sponsored or co-sponsored events or when specifically waived by City Council.

**Installation** - Banner must be delivered to the reception desk at City Hall a minimum of three (3) days prior to the requested hanging date.

**Removal** - Banner must be picked up at the reception desk at City Hall within five (5) business days after the removal date.

### BANNER SPECIFICATIONS:



### SIZE:

Overall Length: 25 Feet (Maximum)

Overall Height: 24 Inches (Maximum)

### CONSTRUCTION:

1. Mesh material or wind holes must be included in banner construction to alleviate strain and damage from strong wind or heavy rain.
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.