



MAIN STREET BANNERS - APPLICATION PROCESS

1) Application Packet

- a. Application form;
- b. Photo or sketch of banner with dimensions; and
- c. \$270 installation & removal fee.

2) Banner Specifications

- a. Length: 20-30 feet, and Height: 2-3 feet;
- b. Sewn webbing: on all sides;
- c. Reinforced grommets: all four corners and at 3 foot intervals;
- d. Wind pockets: 12 minimum (at least 8 inches each); and
- e. No: political messages, advertising, or exclusive religious symbols.

3) Approval Process

- a. Banners meeting all specifications may be approved by City Recorder, or designee, within 5 days; and
- b. Banners not meeting all specifications, as determined by the City Recorder, will be presented to Council for consideration at an upcoming Council meeting (may take several weeks).

4) Hanging of the Banner

- a. Banners shall be delivered at least 5 business days prior to requested installation date.
- b. Banners shall be picked up from the city within 5 business days from the date the banner is removed, unless otherwise agreed to in writing by the City Recorder or designee.
- c. If the banner is not picked up within the allocated period, a \$20 weekly storage week will be charged to the applicant. If the banner is not picked up within a month from the date of removal, the city may dispose of the banner.
- d. Banners shall be scheduled on a first-come, first served basis; however, banners relating to city business will have priority.



MAIN STREET BANNER APPLICATION INSTRUCTIONS & SPECIFICATIONS

Banners on Main Street shall be scheduled on a first-come, first-served basis. Organizations wishing to hang a banner must make sure their banner meets City of Phoenix specifications. Banners shall only be hung for a two-week period. Banners must be delivered a minimum of 5 working days prior to installation and picked up not more than 5 days from the date the banner is removed.

Banners must be constructed according to the specifications attached to this form. No politically oriented messages of any kind are permitted on the banner. No religious symbols or messages will be allowed if the primary message or effect of the symbol or message is either the advancement or inhibition of religion. The City of Phoenix is the final arbitrator of whether the banner message is appropriate.

ORGANIZATION INFORMATION

Name _____ Agent _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

EVENT DETAILS

Name of Event _____

Date(s) _____

INSTALLATION

Date Requested _____

REMOVAL

Date Requested _____

Please initial each of the following. I hereby certify that the banner mentioned in this application meets the following criteria:

_____ It is between 20 feet to 30 feet long.

_____ It is between 2 feet to 3 feet in height.

_____ It has sewn webbing on all sides.

_____ It has reinforced grommets on all four corners and at 3-foot intervals.

_____ It has a minimum of 12 wind pockets (at least 8 inches each).

_____ It has no political messages, advertising or exclusive religious symbols.

WAIVER, INDEMNIFY, DEFEND AND HOLD HARMLESS

Applicant waives any and all claims against the City of Phoenix for damages to its banner. Applicant further agrees to hold harmless, defend and indemnify the City of Phoenix, their employees, agents and representatives from any claims for damages from any cause whatsoever, now and in the future, arising out of the storage, installation, display and removal of its banners.

NOTE: THE INSTALLATION PAYMENT IS DUE NO LATER THAN 14 DAYS PRIOR TO THE INSTALLATION DATE. UNTIL THE INSTALLATION PAYMENT IS RECEIVED, THE RESERVATION IS NOT GUARANTEED. YOU MUST HAVE YOUR STREET BANNER DELIVERED TO THE PHOENIX CITY HALL AT 112 W 2ND STREET NO LATER THAN FIVE WORKING DAYS BEFORE YOUR APPROVED INSTALLATION DATE. IF IT IS NOT DELIVERED FIVE DAYS BEFORE, YOUR BANNER MAY NOT BE INSTALLED ON THE DATES REQUESTED.

Agent Signature _____ Date _____

Bring this completed form with payment to:

City of Phoenix, 112 W 2nd Street, Phoenix, OR 97535

Phone: 541-535-1955, Ext. 303 | kimberlyn.collins@phoenixoregon.gov | Fax 541-535-5769

Please make checks payable to the City of Phoenix

OFFICE USE ONLY

Date Submitted _____ \$270 Application Fee Paid/Receipt No. _____

Approved Yes _____ No _____ Date Banner Approved _____

Reason if not approved _____

Date Banner Received _____ Install Date _____ Removal Date _____

Date Banner Picked Up _____