



# PINE STREET BANNER APPLICATION INSTRUCTIONS & SPECIFICATIONS

Banners on Pine Street shall be scheduled on a first-come, first-served basis. Organizations wishing to hang a banner must make sure their banner meets Central Point specifications. Scheduling and payment shall be done with Public Works at City Hall, 140 S. 3<sup>rd</sup> Street.

1. Name of Organization: \_\_\_\_\_  
Dates Requested for Banner: From \_\_\_\_\_ To \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_
2. Subject to City approval, the banner will be installed and removed by the City of Central Point Public Works Department. The costs for installation and removal are the responsibility of the applicant. The cost for installation and removal of the banner is \$230.00.
3. Banners will not be allowed to hang more than two weeks (14) days.
4. \*Banners must be constructed according to the specifications attached to this form. If the banner is found to be faulty or not made according to these specifications, it will not be hung.
5. Please write below exactly what will be printed on the banner. 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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Banners must be delivered a minimum of 5 working days prior to the requested installation date and picked up not more than 5 working days from the date the banner is removed. Please call Public Works 664-3321 Ext. 241 or 276 to set up an appointment to drop off your banner at the City Shops. **The City Shops address for banner drop off and pick up is: 399 S. 5<sup>th</sup> Street and you must have an appointment.** The City is not responsible for lost, stolen or damaged banners.

7. The undersigned, on behalf of the Organization listed, hereby agrees to indemnify and hold harmless the City of Central Point for all damages or claims brought by the undersigned or third persons relating to the hanging of the banner described above.

Signature of applicant or responsible party

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

**NOTE:** Banner dates cannot be guaranteed. The City reserves the right to remove banners at their discretion.

\*Please initial that you have received the banner specification (M-4) sheet

\_\_\_\_\_  
Initials

**FOR CITY USE ONLY**

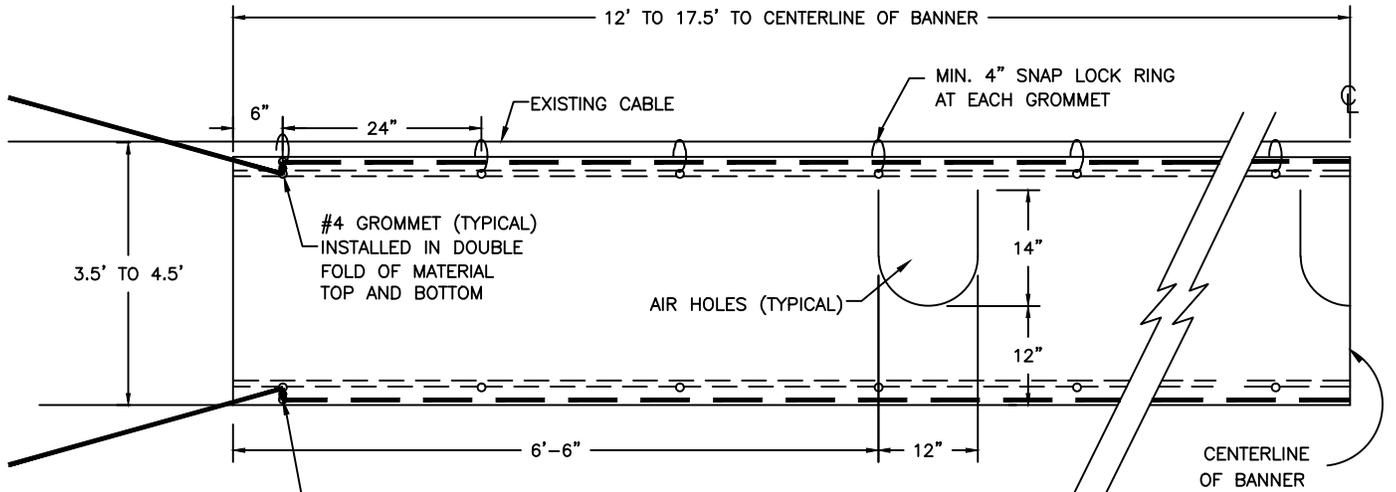
DATE FEE PAID: \_\_\_\_\_

REC'D BY: \_\_\_\_\_

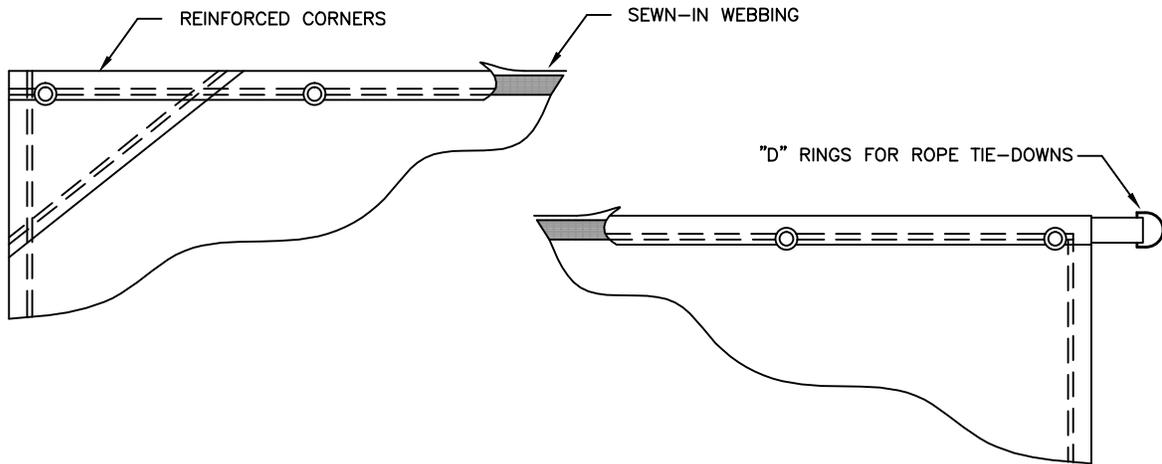
PW \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Banner Inspected & Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



SEW IN  $\frac{3}{8}$ " POLYPROPYLENE ROPE THE FULL LENGTH OF THE BANNER OR USE SEWN IN WEBBING WITH REINFORCED CORNERS WITH D RINGS. TIE KNOT SNUG BEFORE LAST GROMMET ON ALL CORNERS WITH 30' OF  $\frac{3}{8}$ " POLYPROPYLENE ROPE PAST EACH END ON BOTH TOP AND BOTTOM



## STREET BANNER DETAIL

**NOTE:**

1. ALL BANNERS WILL BE CONSTRUCTED WITH 15 OZ. VINYL WITH BLOCKOUT.
2. YOU MUST CALL PUBLIC WORKS AND HAVE THE BANNER INSPECTED WHEN YOU DROP IT OFF.
3. ONLY BANNERS THAT MEET THESE SPECIFICATIONS WILL BE INSTALLED.

FILE: CP-M-4.DWG



CITY OF  
**CENTRAL POINT**  
PUBLIC WORKS DEPARTMENT

UNIFORM STANDARDS  
FOR  
PUBLIC WORKS CONSTRUCTION

## STREET BANNER

CHECKED	DATE
APPROVED	DATE
MO REVISED	07/30/08 DATE

M-4

DRAWING No.