



PINE STREET BANNER APPLICATION AND INSTRUCTIONS

Banners on Pine Street shall be scheduled on a first-come, first-served basis. Only Non-profit Central Point based organizations are eligible. Scheduling shall be done with Public Works at City Hall, 140 S. 3rd 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 \$225.00.

3. There is a \$5.00 application processing fee. Total cost is \$230.00.

4. Banners will not be allowed to hang more than two weeks (14) days.

5. *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.

6. 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.

7. 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 245 to set up appointment to drop off your banner. The City is not responsible for lost or stolen banners.

8. The undersigned, on behalf of the Organization listed, hereby agrees to indemnify and hold harmless the City of Central Point for any and 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 spec. sheet and letter dated Feb. 2007

Initials

FOR CITY USE ONLY

DATE FEE PAID: _____ REC'D BY: _____

PW _____

COMMENTS: _____

Banner Inspected & Approved By: _____ Date: _____