

**CITY OF GIG HARBOR
2016
APPLICATION FOR APPROVAL OF BANNER DISPLAY**

The City of Gig Harbor allows the display of banners for the purpose of advertising public/civic events, (government, school or non-profit events only). Such banners may be displayed for up to 12 days, dependent upon event schedule. The designated location within the city for this purpose is on Harborview Drive just north of its intersection with Stinson Avenue -- attached to the power poles on either side. **The City of Gig Harbor must receive a Certificate of Liability Insurance before the banner can be hung. Please see Policies & Procedures, Section 3 for Insurance Requirements.**

Banner is the property of: _____

Address: _____

Phone Number: _____

Banner is to advertise the following public/civic event: _____

Event Date(s): _____

Date banner is to be hung: _____

Date banner is to be removed: _____

Please provide below the text that will be printed on the banner:

APPLICATION SUBMITTED BY:

APPLICATION APPROVED BY:

Date: _____

City of Gig Harbor

Phone no: _____

Date: _____

CERTIFICATE OF INSURANCE ATTACHED:

Yes No

ENCROACHMENT PERMIT: Yes No

PAID Yes No

BANNER INSTALLATION/REMOVAL FEE:

PAID Yes No

Banner Construction: Banners are to be constructed with windhold flaps every 2 – 3 feet. It should have reinforced grommet holes – one in all four corners and spaced every 12 inches along the top of the banner. 3" carabiner clips for the grommet holes should be placed in each hole across the top and the 2 holes in the bottom (diagrams for clips are available). The banner should be approximately 25 – 30 feet long and a maximum height of three (3) feet. Banners shall have wind hold flaps every 2 – 3 feet as necessary.

The banner should be made of 12 – 18 ounce banner material.

Banners should be delivered to the City of Gig Harbor the Friday prior to the date the banner is to be hung. City personnel will hang all banners as scheduling and weather permits. It is the responsibility of the applicant to pick up the banner within one week after it has been taken down.

