

# Banner Permit

## Banner Permit

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### **City Of Port Washington Park Banner Permit Policy**

#### **Purpose**

The purpose of this program is to allow for the display, in the form of the banners, of public service messages or event announcements promoting free and open to the general public community events taking place within City of Port Washington limits. A permit form the City of Port Washington parks & Recreation Department must be obtained prior hanging a banner in Hill School Park

#### **Requirements**

- Banners sponsored by the City of Port Washington have first priority
- Only banners from a City of Port Washington based organizations/events are eligible
- No advertising of commercial products
- Banners must be non-religious or political nature
- Banners advertising political events or activities are not eligible and will not be scheduled
- Banners hung without a permit will be removed by the City of Port Washington and the responsible party invoiced for the cost of removing the banner(s)

#### **Installation**

- Installation and removal of all banners shall be solely handled by the Parks & Rec Department
- Banners shall be dropped off at 201 N Webster Street (Parks and Rec Office) **BY** 10 am the Friday before installation week and must be picked up at the same location **AFTER** 12pm the Monday following the banner hanging
- office hours are 8:30am to 4:30pm, Monday-Friday - closed holidays
- late banners will be hung as workload allows
- In the event that a banner becomes a danger to public safety due to banner deterioration, storms, high winds, etc.; the banner may be removed date. Any banner not picked after that two week timeframe, will be disposed of

#### **Banner Specifications**

- Text shall reflect a public service message or community event announcement
- Banners must be professionally designed and manufactured or produced by a banner company, not "homemade"
- banners must be made on a minimum of 18oz or 19oz weighted material. Lighter weights have a tendency to tear easier.
- Banner size must be no larger than 3.5' high x 8' wide
- Banners must have no less than two (2) grommets both sides placed 1/2" - 3/4" from center of grommet to finished edge
- No internal ropes

#### **Reservation Instructions**

- Reservations will not be taken more than 6 months in advance and not less than two (2) weeks prior to banner posting. reservation is limited to no more than one (1) per month by any one group
- Banners shall be up, Monday through Sunday, for a period of up to 7 days. A maximum time of 14 days, only if a spot is open
- Only three spots are available for banner postings at Hill School Park
- Banner requests will be considered on a "first come" basis, with banners promoting City of Port Washington events, activities and information having fist priority
- You will receive notifications regarding your request within 2 weeks of the City's receipt of your application
- No multi-year commitments are made
- Fees: \$50/Week

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## Questions?

Contact the Parks & Rec Office at (26) 284-5881

**Today' s Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Event/Activity:** \_\_\_\_\_

BANNER INSTALLATION IS HANDLED BY THE CITY OF PORT WASHINGTON AT NO CHARGE:  
Deliver banners to Recreation Office @ 201 N Webster Street the Friday before your week starts by 10am, then pick banners up the Tuesday following your week.

Week (s) Requesting (in order of preference) :

**Date (1):** \_\_\_\_\_

**Date (2):** \_\_\_\_\_

**Date (3):** \_\_\_\_\_

- I have reviewed the City's Banner Policy and understand the restrictions and conditions placed on the use of the banner cable.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **For Office Use Only**

**Request Taken By:** \_\_\_\_\_

The Request is:

Approved

Denied

**Amount Due:** \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_

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Payment ID: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Location: \_\_\_\_\_