



CITY OF KIRKLAND VERTICAL BANNER PERMIT APPLICATION

Return to:
Sudie Elkayssi
City of Kirkland
505 Market Street, Ste A
Kirkland, WA 98033

Contact Name:		Phone:	Email:
Name of organization:		Non-profit ID:	
Mailing Address:			
Event Name:		Date(s) of event:	# of Banners:
Purpose of Event:			
Requested Area(s): <input type="checkbox"/> Central Business District <input type="checkbox"/> Juanita <input type="checkbox"/> Lakeview <input type="checkbox"/> Totem Lake (check neighborhood then circle site number(s))			
<p style="text-align: center;"><u>Central Business District</u></p> <ol style="list-style-type: none"> 1. Lake Street & Central Way 2. Lake Street & Park Lane 3. Lake Street & Kirkland Ave 4. Kirkland Avenue @ Heathman Hotel 5. Lake Street & Anthony's Restaurant 6. 148 Lake Street (Calabria Restaurant) 7. 228 Central Way 8. Central Way & 3rd Street 	<p style="text-align: center;"><u>Juanita Neighborhood</u></p> <ol style="list-style-type: none"> 1. Juanita Dr @ Bayview Condos 2. Juanita Dr @ Juanita Creek Bridge 3. 100th Ave NE @ Shadow Wood Condos 4. 100th Ave NE & NE 132nd St 5. NE 132nd ST @ Juanita Elementary 6. 116th Way NE @ Park N' Ride 7. NE 124th St @ Emerson Apts. 8. NE 116th St @ Public Storage 9. 98th Ave NE @ Juanita Bay Boardwalk 	<p style="text-align: center;"><u>Lakeview Neighborhood</u></p> <ol style="list-style-type: none"> 1. 425 Lake Street (Sands Condos) 2. 510 Lake Street 3. Lake Street & Brinks Park North 4. Lake Street & Brinks Park South 5. Lake Street & Volleyball Court 6. 5808 Lake Washington Blvd. 7. 5612 Lake Washington Blvd. 8. 5501 Lake Washington Blvd. <p style="text-align: center;"><u>Totem Lake Neighborhood</u></p> <ol style="list-style-type: none"> 1. Totem Lake Blvd & NE 128th St 	
Office Use Only			
Drop Off Date:	Banner(s) Up:	Pick Up Date:	Disposal Date:
Artwork/Text Approved: YES N/A		Payment received:	Submitted to PW:

HOLD HARMLESS AGREEMENT:

The undersigned hereby make application to the City of Kirkland (City) for hanging banners and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland for any damage arising from the applicant's use of said equipment/hardware. The applicant or his agent has examined and inspected the equipment/hardware for defects and finds them fit and safe for the purpose stated above.

Applicant Name (print)

Approved By

Applicant Signature

Department

Date

Date



CITY OF KIRKLAND **VERTICAL BANNER PERMIT GUIDELINES**

Purpose

The purpose of this program is to allow for the display of artwork, public service messages or event announcements promoting community events taking place within City of Kirkland limits, not private commercial advertising, in the form of vertical banners hung in a safe orderly manner. A permit from the City of Kirkland must be obtained prior to hanging a banner within any public right-of-way.

Applicants

Applicants must meet the following criteria:

1. A Kirkland based organization
2. Non-religious or political in nature
3. Non-profit w/ IRS designation
4. City sponsored*

*For the purpose of this policy, City sponsored shall be defined as a permittee who meets at least one of the following criteria:

- Receives grant money from the City of Kirkland
- Has a contractual relationship with the City of Kirkland
- Receives in-kind services from City of Kirkland staff, or
- The City is a member of permittee's organization

Banner Specifications

Banners shall meet all of the following criteria:

- Banner text will reflect a public service message, community event announcement or artwork
- All banners must be professionally designed and manufactured or produced by a banner company, not "homemade"
- Banner must be printed on both sides
- Banner must be 30" wide x 63" long (finished)
- Both top and bottom pole sleeves must be 2" each and reinforced
- Banner must have 2 reinforced grommets; one on top and one on bottom placed approximately $\frac{1}{2}$ " – $\frac{3}{4}$ " from center of grommet to finished edge. See photo.
- No internal ropes or wind slots
- If the banner has not previously been hung by the City of Kirkland, the artwork must be submitted and approved by the City prior to being hung.



Banners hung within the public right-of-way without a permit will be removed by the City of Kirkland and the responsible party invoiced for the cost of removing the banner(s).



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Reservation Instructions

- **Application:** Return the completed application, a check made out to the City of Kirkland and art/text design (for new banners) to:

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- **Fees:** Fees due include \$150 Banner Hanging Fee plus a \$25 Banner Permit Fee
* Note: 0-8 vertical banners = \$150.00 hanging fee; each additional banner is \$15.00
- **Delivery:** Banner(s) must be delivered to the Maintenance Center, 915 8th Street, one week prior to the hanging date. Maintenance Center hours are 6:30am - 3:30pm, Monday-Friday, closed holidays. Late banners will be hung as workload allows.
- **Pickup:** Banner(s) must be picked up within 2 weeks of the removal date. Any banner not picked up in a timely manner will be recycled on the disposal date (see permit).
- **Duration:** Banners will be hung no more than two weeks in advance of an event and will be removed the first business day following the event.
- **Guidelines:** Reservations are made on a first-come, first-served basis and will not be taken more than 6 months in advance. Reservation of any one site is limited to no more than one (1) reservation per month by any one group.

Note: *Neighborhood Associations, which sponsor vertical banner sites, have reservation priority at those sites from May 1 to October 31 and may request a vertical banner permit of up to (6) six months duration. Neighborhood Associations must submit their applications between November 1 – December 31, after that, reservations at those sites will be handled on a first-come, first-serve basis.*