

## **BANNER SPECIFICATIONS**

Banners must have:

1. Wind load slots.
2. Grommets approximately every 3 feet on top and bottom. All four corner grommets must be reinforced so as not to rip.
3. No internal ropes.
4. Printed on both sides.

If a new site is proposed, applicant must give at least two weeks additional notice so site can be prepared.

Signal Shop hours: Tuesday-Thursday

Drop banner off at 915 8<sup>th</sup> Street, at least four days in advance.

## **BANNER HANGING POLICY**

### I. Purpose

The purpose of this policy is to allow for the display of public service messages or event announcements, not private commercial advertising, in the form of banners over the public right-of-way in a safe orderly manner. A permit from the City of Kirkland must be obtained prior to hanging a banner over any public right-of-way.

### II. Application Process

Applicants shall be:

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

For the purpose of this policy, City sponsored shall be defined as a permittee who meets one or more 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

Permit applications (city form) along with a permit fee of \$25.00 will be submitted to the Director of Administrative Services at least 30 days in advance and will contain the following information/attachments:

- Date of event or public service announcement
- Name and purpose of event
- Requested banner site or proposed location
- Installation/removal dates
- Banner specifications (quality/brand/type/size/weight/clearance) and name of vendor who is producing banner
- Draft artwork – sample specification and message to be printed on banner
- Mechanism to be used for hanging banner
- Vendor who will hang, remove, and service banner
- If applicable, written permission from private owner to hang banner on private property
- Contact person, name and phone number to be used in the event of a problem
- IRS non-profit designation
- Insurance certificate with limits of not less than one million dollars for personal injury to any one person and two million dollars for personal injury growing out of any one incident or occurrence, and limits in the amount of one million dollars for property damage sustained by any one person and two million dollars for property damage growing out of one incident or occurrence and hold harmless agreement

Applications will not be accepted more than one year in advance.

Applicants for banner permits shall meet all of the following criteria:

- Banner text will reflect a public service message or event announcement
- Maintain minimum clearance of 15 feet above right-of-way surface
- The banner shall not exceed 4' high x 30' wide in size
- All banners must be professionally designed and manufactured or produced by a banner company, not "homemade"

### III. Approval/Requirements/Conditions

The Director of Administrative Services and the Department of Public Works Street Department Supervisor will approve banner applications.

If a banner will be secured by anchor bolts, lag screws or other similar method of attachment to the exterior wall or face of a building, approval by the Building Department will be required..

In the event a banner will be secured to private property and over the public right-of-way, written permission will also be required from the property owner.

Permittees are responsible for making arrangements and contracting with an approved vendor to hang any banner after the first banner at an approved location. The Department of Public Works Crew will install/remove banners at a cost of \$150.00, and will be payable in advance. The cost will be updated based on the current billable rate for Public Works Crew and equipment.

The Public Works Street Department Supervisor will maintain a list of approved locations for hanging banners. Requests for hanging banners at locations not on the pre-approved list will be subject to approval by the Department of Public Works Street Department Supervisor. Newly approved sites will be added to the list of approved locations. The first installation of a banner at newly approved location will be done by the Department of Public Works Crew.

Banners will be hung no more than two weeks in advance of an event and will be removed by an approved vendor no later than 5:00 p.m. the first business day following the event.

Banners hung over the right-of-way without a permit will be removed by the Department of Public Works Crew and the responsible party invoiced for the cost of removing the banner.

An organization which anticipates using grant funds for the purchase and placement of a banner shall provide a breakdown of associated costs with grant application materials.

Applicants will be responsible for the cost to repair any damage to City owned property associated with a banner.

