

# Monmouth Street Banner Application



The overhead Main Street banner is for the advertising of a public event at a public location or a non-profit organization having an event open to the public within the City of Monmouth.

<b>APPLICANT INFORMATION</b>	
Organization: _____	Authorized Representative: _____
Event: _____	Email: _____
Date of Event: _____	Phone #: _____

<b>BANNER INFORMATION</b>	<b>Office Use Only</b>
Week 1: To Go Up Monday, _____ To Come Down Monday, _____	Approved / Denied / Conditional
Week 2: To Go Up Monday, _____ To Come Down Monday, _____	Approved / Denied / Conditional
Week 3: To Go Up Monday, _____ To Come Down Monday, _____	Approved / Denied / Conditional
<p>Include a mock up of the banner in the space provided below or attach a separate sheet of paper.</p> <div style="border: 2px solid black; height: 100px; width: 100%; margin: 10px 0;"></div> <p>Please specify height and length: Height: _____ L _____ Length: _____</p>	

- ACKNOWLEDGEMENTS**
- 1 . Banners must be made of substantial coated material such as canvas with heavy-duty reinforced grommets, installed in all four corners and along the top and bottom edges, spaced at a minimum of 18" and a maximum of 36" located 1/2" from edge of the banner. Grommets must have a 1/2" opening.
  - 2 . Maximum size of the banner shall be 12' to 30' long and 36" deep. To reduce wind resistance, "wind holes" shall be created by cutting "u" shaped flaps.
  - 3 . Banners must be dropped off by 3pm on the Friday before it is scheduled to be hung. **Banners must be picked up within 1 week of the date they were taken down.** Failure to do so will result in possible denial of future banner applications. Drop off and pick up at Monmouth Power & Light at 401 Hogan Road.
  - 4 . The City reserves the right to refuse installation and/or cancel permission if the actual banner is not as stated on this application.
  - 5 . Due to demand, banners may only be hung for 1 week, unless there are no other conflicts. Depending on demand, banners may be hung together, one facing east and the other west.
  - 6 . Submit Banner Application to Monmouth City Hall at 151 Main Street W, Monmouth Power & Light Department at 401 Hogan Road.
  - 7 . Hold Harmless Agreement: For and in consideration of the City of Monmouth to use the location at 100 Main Street W across to 101 Main Street W for the use of having a special events banner. Applicant hereby agrees to indemnify and hold harmless the City of Monmouth for any and all damages, claims and causes of action from the use of such location. The City of Monmouth is not responsible for lost banners.

By signing or typing name below, applicant agrees to all requirements listed above.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_