Public Works and Development



400 E. Main Street Cottage Grove, Oregon

(541) 942-3349 www.cottagegrove.org

APPLICATION FOR SPECIAL EVENTS STREET BANNER

Street banners may be approved that advertise or pertain to civic, patriotic, or special events of general public interest taking place within the City. No banner that promotes commercial ventures or political activities is allowed. Banners shall be installed be the City following written approval no more that fifteen days prior to the event. The City reserves the right to limit the number of days a banner is displayed, and which of the two locations that are used, depending on demand for the space. Banners must be claimed within ten days of the conclusion of the event. Banners must be delivered to and picked up at the Public Works/Community Development Office, City Hall, 400 E Main St. **Banner must accompany this application.**

All banners approved for installation shall meet the following standards:

- Banner material shall be heavy canvas, 15-ounce vinyl, or similar durable fabric
- Banner dimensions must be 42 inches by 30 feet (42"X30")
- Staggered 12" half-circle wind-flaps spaced 36" on center
- Metal press-fit grommets or 3/4" marine type strapping for heavy duty snap-clips 24' on center across top of banner
- Banners that have been repainted may be requested to have the paint removed for the new message prior to installation due to weight restrictions
- No more than one banner, per application, will be approved
- Two banners sewn together to make a double sided message will not be approved
- Banners in poor condition will not be approved

Applicant:		Date:
Name of Event:		
Date of Event:	Requested Dates for Banner Display:	/
Message on Banner:		
Contact Person:	Contact Phone#:	
Email for Contact Person:		