



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 by the City following written approval no more than fifteen days prior to the event. The City reserves the right to limit the number of days a banner is displayed depending on demand for the space.

Step 1: Banner applications must be submitted to the Public Works/Community Development Office at 400 E Main Street to receive date(s) and content approval.

Step 2: Approved Banners must be delivered 14 days prior to approved installation date and picked up within five days of banner removal at the Public Works/Community Development Office at 400 E Main Street.

Banners must be claimed within ten days of the conclusion of the event.

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
- If your banner has been repainted it may be too heavy to hang and require excess paint be removed prior to installation
- No more than one banner, per application, will be approved
- Two banners sewn together to make a double sided message will not be approved/installed
- Banners in poor condition will not be approved

Applicant: _____ Date: _____

Name of Event: _____

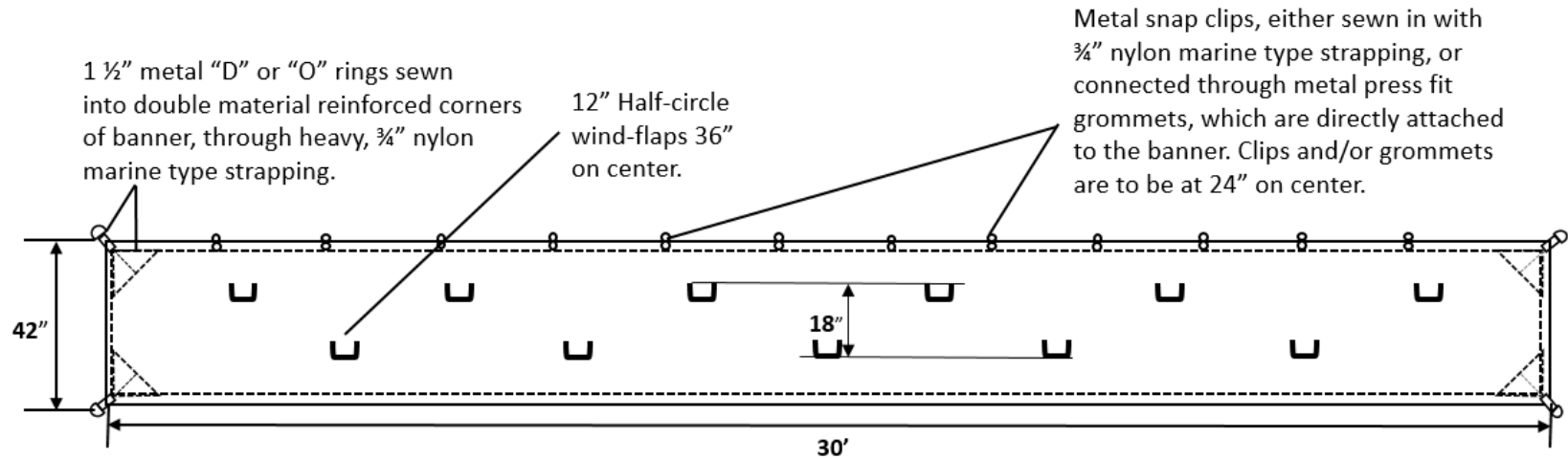
Date of Event: _____ Requested Dates for Banner Display: _____ / _____

Message on Banner: _____

Contact Person: _____ Contact Phone#: _____

Email for Contact Person: _____

Main Street Banner Specifications



Banner shall be constructed of no less than
15 ounce vinyl banner material.

Double-sided messages are encouraged.



Public Works and Development

400 E. Main Street
Cottage Grove, Oregon
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www.cottagegrove.org