**Application to Hang Event Banners on a Municipal Pole**

**Applicant Information**

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| --- | --- |
| **Name:** |  |
| **Organization (if applicable):** |  |
| **Contact Number:** |  |
| **Email Address:** |  |
| **Mailing Address:** |  |

**Event Details**

|  |  |
| --- | --- |
| **Event Name:** |  |
| **Event Dates:** |  |
| **Event Location:** |  |
| **Purpose of the Banner:** |  |

**Banner Details**

|  |  |
| --- | --- |
| **Banner Size (Width x Height)** |  |
| **Material:** |  |
| **Proposed Banner Design (attach image or description)** |  |
| **Requested Installation Date:** |  |
| **Requested Removal Date:** |  |

**Guidelines for Hanging Event Banners on Municipal Poles**

1. **Eligibility:**
	* Only registered organizations, recognized community groups, or event organizers with city approval may apply.
	* Banner content must promote a local event open to the general public.
2. **Design & Content:**
	* Banners must be professionally designed and printed. (Please attach photo of banner or design)
	* No offensive language, imagery, or political, commercial, or religious advertising.
	* The city reserves the right to request changes or deny banners at its discretion.
3. **Size & Material:**
	* Maximum banner size: 3feet tall by 20 feet.
	* Material must be weather-resistant and have reinforced grommets.
4. **Placement & Attachment:**
	* Banners may only be attached to designated municipal cables, as approved by the Public Works Department.
	* Use only city-approved mounting hardware and methods to avoid damage to poles or public property.
5. **Duration:**
	* Banners may be displayed for up to 14 days before the event and must be removed within 48 hours after the event concludes.
6. **Installation & Removal:**
	* Only city personnel or authorized contractors may install and remove banners.
	* Applicants are responsible for scheduling installation and removal, and for all associated costs.
7. **Liability:**
	* The applicant assumes responsibility for any damage or injury resulting from banners.
	* The city is not liable for loss, damage, or theft of banners.
8. **Permitting & Fees:**
	* Applications must be submitted at least 30 days prior to the requested installation date.
	* Application is free

**Applicant Declaration**

I have read and agree to abide by the guidelines above. I understand that failure to comply may result in the removal of the banner and forfeiture of fees.

**Signature:**
**Date:**

**For Office Use Only**

* Date Received:
* Application Fee Paid:
* Approved/Denied:
* Authorized By:
* Notes:

**Submit completed application and all attachments to:**
City of Wilmington Service Department.
69 N. South Street, Wilmington, Ohio 45177

937-382-6509

Approved By:

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Service Director Date

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Mayor Date