

Proposed Banner(s):

| | |
|--|---|
| Event #1 Title: | Banner Dimensions: Height: _____ Width: _____ Square Feet: _____ |
| Event #1 Date: _____ to _____ | |
| Requested Display Dates: month day year to month day year | |

| | |
|--|---|
| Event #2 Title: | Banner Dimensions: Height: _____ Width: _____ Square Feet: _____ |
| Event #2 Date: _____ to _____ | |
| Requested Display Dates: month day year to month day year | |

| | |
|--|---|
| Event #3 Title: | Banner Dimensions: Height: _____ Width: _____ Square Feet: _____ |
| Event #3 Date: _____ to _____ | |
| Requested Display Dates: month day year to month day year | |

PLEASE NOTE: Applications are processed on a first-come, first-served basis beginning on January 1 of each year. Every effort will be made to accommodate any and all banner requests.

The applicant hereby certifies that all of the above information and attachments contained in this application are true and provide an accurate presentation of the proposed project. The applicant acknowledges that any action taken by the City of Port Townsend based in whole or in part of this application may be reversed if it develops that any such statement or other information contained herein is false.

HOLD HARMLESS AGREEMENT

Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Port Townsend, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant/Permittee/User's activity or event, including use of any premises, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User in connection with the Applicant/Permittee/User's activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Port Townsend.

Applicant Signature _____ Date _____

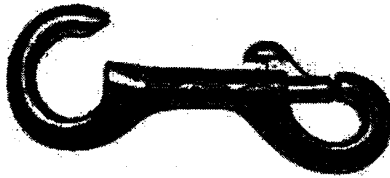
Permit approved by _____ Date _____

Fees Paid: Permit Fee (\$38 or \$13) _____ Installation Fee \$150 _____

Important Sims Way Banner Information

It is the responsibility of the organization scheduling banner placement over Sims Way to supply the hardware necessary for proper installation. Snap clips are available at local hardware stores and may be available from local sign makers. Please make sure that your banner is equipped with the correct clips and the correct number of clips to safely hang your banner. **Clips are required on all 4 corners and located at ALL grommets between corners. The wind has been particularly hard on banners this year.** If in doubt, call the City of Port Townsend Event Coordinator. The CORRECT hardware must be in place prior to installation.

These are examples of the acceptable clip styles.



Approximately 4 inches
Approximately 4 inches



Erection of signs over public rights-of way shall be by or under the supervision of the city. This means that the City of Port Townsend will be responsible for getting your banner erected over Sims Way. The fee for this service is \$150 and is due at the time of permit application submittal.

Banners must be delivered to suite 2 of City Hall ONE WEEK prior to your installation date. If your banner has not been delivered by Tuesday of the week preceding your installation, it will be assumed that you no longer wish to have your banner installed and installation will not be scheduled. Pick up banners at City Hall after your banner is taken down.

Only one banner will be hung at a time, usually Monday - Monday. Banner installation is weather permitting. Banners will not be hung during unsafe, windy conditions. If your banner is not installed, due to weather conditions on the day you requested, call the City of Port Townsend Event Coordinator immediately. If you choose to cancel your banner due to weather imposed installation delay, you must call and cancel on day one of your scheduled week to receive reimbursement of fees. Otherwise we will attempt installation on an alternate day of your scheduled week.

Due to extreme weather, banners will not be hung from November – March.

Thank you so much for your attention to these details. Your cooperation and efforts are greatly appreciated. If you have any questions, please call Peach Stebbins, Administrative Assistant, 379-5047.