



## BANNER PERMIT GUIDELINES

1. Request for banner permits shall be submitted to the Mayor's Office at least fifteen (15) days prior to the date the banner is to be erected.
2. Application for a banner permit shall be in application or letter form and indicate dates desired for display of banner, name of the sponsoring organization, who is to hang and remove the banner, and the name, address and telephone number of the contact person in the organization.
3. The sponsoring organization shall furnish a Certificate of Insurance naming the City of Huntington as an additional insured in the following amounts:
  - i. Liability \$100,000/\$300,000
  - ii. Property Damage \$25,000
4. This insurance coverage shall be effective for the entire permit period. No approval will be issued until the Certificate of Insurance is received in the Mayor's Office. The Certificate of insurance must state what the banner is for and the location it is to be displayed.
5. The sponsoring organization shall sign a Hold Harmless Agreement releasing the City from any liability with regard to the placement and display of the banner.
6. All banners will be hung in the 800 or 1000 block of Fourth Avenue.
7. All banners shall be made of 12 oz. cotton sign canvas, have a length not over 35 feet long and width of not less than 30 inches nor wider than 36 inches, suspended on a minimum of 3/8-inch manila rope, have wind holes cut every five (5) lineal feet and have heavy duty snap hooks sewn every five (5) feet across the top portion of the banner.
8. All banners shall have the canvas turned back over the rope before being stitched. The banner stretched and stitched so it will not slide on the rope. At least ten (10) feet of rope must extend beyond the banner on both sides at the top. Bottom rope must extend at least ten (10) feet on both side.
9. The sponsoring organization is responsible for having the banner hung and removed. The banners are to be removed in morning of the date to be taken down. If the banner is hanging past the date and time of removal, there will be a \$25.00 charge for removal. This is to ensure that other organizations can hang their banners on time.
10. If the banner is not hung properly or becomes a hazard to the public, the City reserves the right to remove the banner, and assess a \$50.00 removal fee to the sponsoring organization.

***The City of Huntington reserves the right to refuse display of any banner which does not meet the above specifications.***