

**CITY OF AUBURN**

**APPLICATION FOR BANNER**

The purpose of street banners is to allow for the display of public service messages or event announcements promoting events taking place within the City of Auburn and surrounding areas.

APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Address: \_\_\_\_\_ Phone# \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Time period you would like the banner displayed: From \_\_\_\_\_ To \_\_\_\_\_

Banners are hung and removed on Mondays, with the exception of holidays. Banners are hung across Genesee Street at Market Street and are displayed for a two week time period. There is a **\$50.00** fee for the hanging of banners.

Briefly describe the banner you wish to have displayed (content, event that is being advertised/promoted, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Along with this application, a **Hold Harmless Agreement** and a valid **Certificate of Insurance** naming the City of Auburn as additional insured for the above referenced period must be provided to the Department of Public Works. Valid Certificate of Insurance to the City must show liability limits of at least \$1,000,000 and property limits of at least \$500,000 and must be received before the banner can be displayed.

The City Manager or his/her authorized designee, shall have discretion to approve or deny all banner applications for reasons including, but not limited to, design, content, location and installation dates. Completed banners that do not contain the message as stated in the application will not be displayed. The City of Auburn reserves the right to refuse any banner request it receives and also reserves the right to refuse displaying any banner after it is received at the Department of Public Works.

Banners must be picked up within two weeks of the banner's removal. The Department of Public Works will not store the banner for you and failure to pick the banner up in that timeframe will result in its disposal.

\_\_\_\_\_  
Signature of Applicant

For Office Use Only

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Amount due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt# \_\_\_\_\_

Calendar: \_\_\_\_\_ Confirmation letter: \_\_\_\_\_ COI: \_\_\_\_\_ HH: \_\_\_\_\_