

Banner Permit Application

Organization: _____ Contact Person: _____

Address: _____ Phone #: _____

Desired Dates of Display: _____

Banner Location: _____

Banner Message: _____

Name, Address & Phone Number of Company hanging the banner: _____

City Business License #: _____

I have read the regulations for temporary banners over public streets and will comply with the terms prescribed.

Applicant's Signature

Date

FOR CITY USE ONLY

INSURANCE VERIFICATION: _____

APPROVED BY: _____
City Clerk

Date

**TEMPLE CITY
ADMINISTRATIVE POLICY**

POLICY NO. 1.18

Subject: TEMPORARY BANNER OVER PUBLIC STREETS

Effective Date: JULY 1, 1996

I. POLICY OBJECTIVE

To define the general policy and procedures of the City regarding the display of temporary banners over public streets. The display of a banner provides an opportunity for non-profit or other similar community organizations to advertise community events or fundraisers.

II. AUTHORITY

Article II, Section 2207 of the Temple City Municipal Code.

III. ASSIGNED RESPONSIBILITY

Responsibility for reviewing and approving applications for placement of a banner over a public street is assigned to the City Clerk.

IV. APPLICABILITY

Applicable to non-profit or other similar community organizations.

V. POLICY

There are two locations on Las Tunas Drive available for the placement of street banners (Temple City Boulevard and Sultana Avenue) by community organizations. Applications are accepted on a first-come first-serve basis.

VI. PROCEDURES

The following conditions must be met prior to installation of any overhead banner on public streets:

- A. A written application (attached as Exhibit A) will be filed with the City Clerk and shall contain the following:
1. The name and address of the applicant
 2. Name of the organization
 3. Requested location

4. Exact wording to be used on the banner
 5. The date of installation and removal
 6. Name, address & phone number of company installing and removing the banner.
 7. Certificate of Insurance with endorsement naming the City as additional insured.
- B. No permit shall be effective until the applicant provides the City a Certificate of Insurance endorsed to name the City as additional insured in the amount of not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage (Administrative Policy No. 4.00)
- C. Banners may be hung for a period up to three weeks.
- D. When requested dates conflict, priority shall be given to organizations located in the City of Temple City, subject to the discretion of the City Manager.
- E. Violation of any of these conditions constitutes grounds to revoke the permit and grants the City, its officers, agents and employees the immediate right to remove any banner. Any cost incurred by the City for the removal of banners shall be reimbursed by the applicant.

REGULATIONS
FOR
TEMPORARY BANNERS OVER PUBLIC STREETS

POLICY

There are two locations on Las Tunas Drive available for the placement of street banners (Temple City Boulevard and Sultana Avenue) by non-profit or other similar community organizations. Applications are accepted on a first-come first-serve basis.

PROCEDURES

The following conditions must be met prior to installation of any overhead banner on public streets:

- A. A written application will be filed with the City Clerk and shall contain the following:
 1. The name and address of the applicant
 2. Name of the organization
 3. Requested location
 4. Exact wording to be used on the banner
 5. The date of installation and removal
 6. Name, address & phone number of company installing and removing the banner.
 7. Certificate of Insurance with endorsement naming the City as additional insured.
- B. No permit shall be effective until the applicant provides the City a Certificate of Insurance endorsed to name the City as additional insured in the amount of not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage. The insurance company must be "admitted" in the State of California.
- C. Banners may be hung for a period up to three weeks.
- D. When requested dates conflict, priority shall be given to organizations located in the City of Temple City, subject to the discretion of the City Manager.
- E. Violation of any of these conditions constitutes grounds to revoke the permit and grants the City, its officers, agents and employees the immediate right to remove any banner. Any cost incurred by the City for the removal of banners shall be reimbursed by the applicant.