



BANNER APPLICATION

1868 E. Perry St. Port Clinton, Ohio 43452

Phone: 419-734-5522 / Fax: 419-734-1043

pcadmin@portclinton-oh.gov

DATE: _____

NAME OF SPONSORING ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

DATES REQUESTED: (Maximum of two weeks) _____

PURPOSE OF EVENT: _____

EXACT WORDING ON BANNER: _____

LIABILITY INSURANCE CARRIER CONTACT INFORMATION: _____

(Attach proof of insurance)

Notes: (Please initial your understanding)

- No banner shall be displayed containing political or religious material. _____
- All banners shall be delivered to the Street Department, 1868 E. Perry St., 72 hours prior to desired installation. _____
- All banners shall be picked up within 48 hours of removal. _____
- If banners are not picked up in a timely manner they may be disposed of by the City at the owner's expense. _____
- If the size regulations are not met the City reserves the right to deny installation of any banner. _____
- There is no charge displaying a banner in the City of Port Clinton. _____

Permission Granted / Denied

Safety-Service Director

Date

****Office Use Only****

Date of Installation _____

Date of Removal _____

CITY OF PORT CLINTON BANNER REGULATIONS

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1. The banner shall be 20 feet by 3 feet in size, they should have 8 grommets across both the top and bottom of the banner and shall be 24 inches on the center.
2. All banners shall be constructed of 100% Mesh; no other type of materials shall be placed on or over the mesh such as duct tape, cloth material, or plastic to alter the message of the banner. **NO VINYL BANNERS WILL BE HUNG.**
3. The banner shall have a visible marking to show the centerline.
4. If the above specifications are not met the City reserves the right to deny installation of any banner.
5. Installation and removal of banners shall be by City personnel only.
6. A permit shall be obtained from the Safety-Service Director a minimum of ten (10) days in advance of the installation date.
7. Proof of liability insurance under a commercial general liability insurance coverage policy, with the City of Port Clinton named as additionally insured, with minimum coverage of \$100,000.00 per occurrence and \$200,000.00 aggregate coverage before a permit shall be issued.
8. All Banners and dates subject to approval by the Mayors Review Board when necessary.
9. The City of Port Clinton will not be responsible for any Banner damages or theft of banner; banners are the sole property of the group/person that purchases the said banner.