



City of Grants Pass ***Banner Policy***

QUALIFIED ACTIVITIES AND WORDING

1. The City allows one-week banner displays for community-wide events. City-sponsored activities may reserve two weeks if approved by the City. Activities sponsored by the City of Grants Pass or Josephine County and nonprofit groups are given a preference in reservations.
2. Banners are limited to advertising **specific scheduled activities** held in Josephine County **within the following 30 days**. Focus of the banner should be on date, time and place of the event, not the sponsor(s).
3. Banners shall **not** advertise alcohol, tobacco products, or political candidates.
4. Riverside Park banners shall only advertise activities occurring in a City park and only activities that have been specifically sanctioned by the City.

RESERVATIONS

1. Persons should confirm a banner space reservation before going to the expense of having a banner made. You can check on availability and make reservations with the City of Grants Pass by contacting:

Grants Pass Recreation Program ♦ 101 NW A Street ♦ 541.471.6435
2. Advance reservations may be made for either 6th or 7th Street.
 - Nonprofit **annual** activities and activities sponsored by the City of Grants Pass or Josephine County shall have priority over other reservations and may reserve space up to **12 months** in advance of an activity.
 - Other nonprofit activities may reserve space up to **6 months** in advance.
 - For-profit activities may reserve space up to **3 months** in advance.

Because of the popularity of banner display space, if space is available, a second location may be reserved by any of the above groups no more than 3 months in advance.

3. All groups or persons making a reservation must pay a reservation fee of \$15 for each banner placement. Companies which make or hang banners cannot make reservations for you. **You must pay all fees and submit a completed application BEFORE the reservation will be confirmed.** Refunds will be given for reservations cancelled more than 30 days in advance of hang date.
4. The City must be notified in writing of any swapping of reservations between parties.

6TH AND 7TH STREET BANNERS

1. Groups or persons who reserve banner space on 6th and 7th Streets shall be solely responsible for hiring a qualified business to place their banner.
2. In order to be a qualified business for hanging banners over 6th or 7th Streets, the business must have a valid business license with the City and must have on file with the City a certificate of liability insurance in an amount of not less than \$200,000 for property damage and personal injury. The business must also comply with all local and state rules regarding traffic safety.

3. 6th and 7th Street banners must be placed prior to 6 a.m. Monday and must be removed prior to 10 p.m. the following Sunday. However, if the same qualified business is taking down one banner and putting up a second banner, it can delay taking down the first banner until 6 a.m. Monday.
4. The City is not responsible for damages occurring to banners during installation or removal or while on display.
5. **The City retains the right to refuse a reservation based upon the person=s or organization=s failure to comply with this Banner Policy within the past 2 years.**

RIVERSIDE PARK BANNERS

1. The placement and removal of banners in Riverside Park is done **solely by the City**, for which it charges \$25. This charge is due and payable when you make your reservation and is in addition to the \$15 reservation fee, for a total charge of \$40. The City is not responsible for damages occurring to banners while displayed or for banners which are not picked up on time.
2. **Banners for Riverside Park MUST be delivered to the Park maintenance yard prior to 3:30 p.m. the Friday before the banner goes up.** The City will hang and remove banners in Riverside Park on Monday mornings unless Monday is a holiday, in which case the banners will be hung and removed Tuesday morning. Banners should be picked up the day they are taken down, between 1:00 p.m. and 3:30 p.m.

BANNER SIZE AND CONFIGURATION

1. Banners must meet the size and configuration specifications, including attachment points, as shown below.
2. **Banners which do not conform to the specifications or to the application form shall be immediately removed by the applicant at the request of the City. Any banner which is not so removed may be removed by the City and discarded.**

General information for all banners:

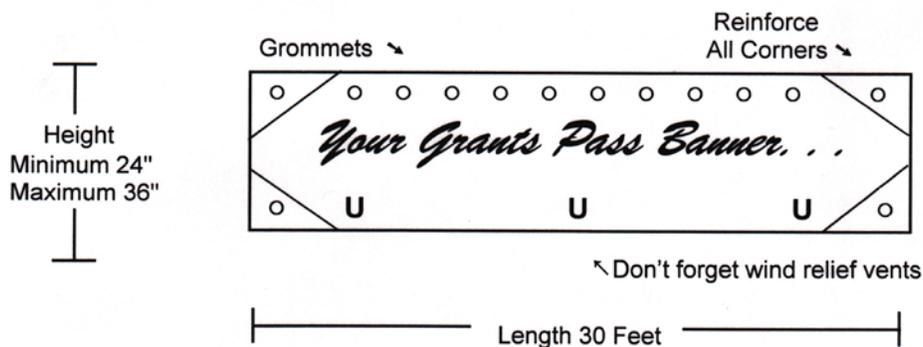
Material: Minimum of 12 oz. bantex or 18 oz canvas.

Lettering: Minimum 6-inch size is recommended for readability. You should use vinyl lettering if you plan to change wording and reuse the banner in the future!

Banner Height:Maximum **36 inches (recommended)**; minimum 24 inches.

Banner Length: All banners shall be 30 feet in length.

Grommets: Locate spur grommets at the top and bottom corners and approximately 30 inches apart along the top of the banner. Reinforce corners so they don=t tear out!



Banner Reservation Form

This reservation will *NOT* be accepted unless
ALL information is provided at the time of reservation

Sponsoring Organization Information

Organization Name: _____

Government or Nonprofit Organization? Yes No

Contact Person: _____ Phone: _____

Address: _____

Banner Information

6th Street 7th Street Riverside Park

Week requested: _____ through _____

Specify EXACT wording on banner: _____

Note: Banners are limited to advertising **specific scheduled activities** held in Josephine County within the following 30 days. Advertisement of alcohol, tobacco, or political candidates is prohibited. Banners may not include any advertising, commercial message, brand or product name, or other information about the event such as costs, directions, and phone numbers.

Qualified Business Hanging the Banner
(6th & 7th Streets Only)

Business that will hang the banner: _____

I have read and agree to abide by the conditions and terms of the City Banner Policy.

Contact Person's Signature

Date

For City Use Only

City Approval

Date

- Banner policy provided to applicant.
 Business to hang banner has proof of insurance on file with the City (6th & 7th Street banners)

