

# Application for Scheduling Banners for Use on City of Eugene Facilities



## 1. Please complete the following information regarding the organization making the request:

Date of application \_\_\_\_\_ Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Name of Event \_\_\_\_\_ Event date(s) \_\_\_\_\_

Location of Event \_\_\_\_\_

## 2. Street Banners

<i>The maximum reservation period for street or pole banner sites is 21 consecutive days</i>					
Banner Locations	Priority <sup>2</sup>	Installation Date	Removal Date	City Use Only	
8 <sup>th</sup> Ave. West of Willamette St 48" high x 30' long	First _____ Second _____ Third _____			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Special conditions	
11 <sup>th</sup> Ave. at Willamette 48" high x 35' long	First _____ Second _____ Third _____			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Special conditions	
Oak St. north of Broadway 48" high x 35' long	First _____ Second _____ Third _____			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Special conditions	
Pole Banners <sup>1</sup>					
Banner Pole Locations	Size	Number of Poles	Installation Date	Removal Date	City Use Only
Ferry Street Bridge _____ Downtown _____ Martin Luther King Jr. Blvd _____ Franklin _____ (Refer to attached map)	2' x 3' & 2' x 6' 2' x 3' & 2' x 6' 2' x 6' 2' x 6'	_____ _____ _____ _____			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Special conditions

<sup>1</sup> The city may limit the number of sites available for a specific location based on the number of requests.

<sup>2</sup> **Priority:** Applicant should request banner locations in order of priority; first choice is not guaranteed.

Describe banner information to be displayed: \_\_\_\_\_

## 3. Provide the following information about the person or company installing the banner(s):<sup>3</sup>

Installer's Business Name \_\_\_\_\_ Contact person \_\_\_\_\_

Daytime phone \_\_\_\_\_ Fax \_\_\_\_\_

<sup>3</sup> Banners shall not be installed during peak traffic hours. See attached policy on hanging pole planners. The City of Eugene reserves the right to require a traffic control plan prior to approval for banner installation. The installer must have an approved temporary traffic control plan and be able to present it to a City inspector upon request. **Banners will be removed on the last day of the permit.**

<b>City Use Only</b>
<input type="checkbox"/> Traffic control plan submitted

**4. Payment of banner permit fees MUST be included when the application is submitted:**  
 (Banner applications can be faxed in if using a credit card. Fax 682-4879) **Fees are non-refundable**

Description of fee	Amount	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> VISA <input type="checkbox"/> MC
Basic charge	\$35.00	NAME ON CARD _____ Expiration date _____
Administrative fee (7%)	\$ 2.45	
<b>Total (pay this amount)</b>	<b>\$37.45</b>	

**5. Conditions of Approval:**

**Banner specifications:** Permittee is responsible for following all specifications established by the City for banners. Information regarding the specifications is attached to this application form and is available at Public Works Maintenance. Failure to follow specifications may void City's approval of banner application.

**Emergency removal:** In the case of emergency removal or failure to remove the banner(s) at the scheduled time, the City will contact the organization (permittee) and/or the permittee's listed installer. If the City is required to remove any banner(s), the applicant will be required to cover the City's removal and storage costs.

**Insurance and indemnification requirements:** The organization named in this application, hereafter referred to as Permittee, covenants and agrees to defend, indemnify and hold harmless the City of Eugene, from any and all costs, claims, demands, suits, actions, judgments, and recoveries for or on account of damage or injury, including death, to property or person to Permittee, its agents, servants or volunteers, and to all members of the public, caused by or arising out of the installation or display of the described banner. Permittee agrees to pay all replacement costs for damage to City facilities or equipment resulting from the installation or display of the described banner. City does not assume any responsibility for the condition of facilities or equipment used.

Permittee shall maintain a **commercial general and auto liability insurance policy with coverage of not less than \$500,000 combined single limit per occurrence**, for bodily injury, personal injury and property damage. Such policy shall contain a contractual liability endorsement to cover Permittee's indemnification obligations under this contract. The policy also shall contain an endorsement naming the City of Eugene as an additional insured, in a form satisfactory to City. **Proof of such insurance is required by the City when the application is submitted.**

<b>City Use Only</b>
Proof of insurance provided: <input type="checkbox"/> Yes <input type="checkbox"/> No

**6. Sign the application** (signature indicates you are a representative of the requesting organization):


I have read and agree to the terms and conditions detailed under section #5.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title or position in organization \_\_\_\_\_

**7. Incomplete Applications will not be processed and will be returned to applicant.**

**8.** Return application to:  
 Public Works Maintenance  
 Attn: Banner Program  
 1820 Roosevelt Blvd.  
 Eugene Oregon 97402  
 Phone: (541)682-4896  
 Fax: (541)682-4879

	<b>City Use Only</b>
Approved _____	Date _____
<input type="checkbox"/> Applicant notified	Date _____

Application cannot be modified in any manner.

Banner application Form/PWM November 17, 2011