

**CITY OF PACIFIC GROVE  
BANNER DISPLAY REQUEST FORM**

**This application form must be completed and submitted to the City Manager not less than thirty (30) days prior to the first day of display.**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Representative: \_\_\_\_\_

Purpose of Banners (name and date of event): \_\_\_\_\_

Description of Banners (attach a rendering of banner showing proposed colors and text): \_\_\_\_\_

Date Requested for Display (not to exceed 30 day period; banners must be removed within 72 hours following event): \_\_\_\_\_

**Conditions of Approval**

In accordance with Pacific Grove City Council Policy No. 000-15, applications approved by the City Manager must comply with the following conditions.

- 1. Banner size shall not exceed five (5) feet in length or twenty-four (24) inches in width and must accommodate the banner arm and hardware (a minimum of 2 3/8 inches in diameter).*
- 2. Banners will be accepted for the following organizations, events, and activities in descending order: City events/activities; City co-sponsored events/activities; Events/activities within the city limits of Pacific Grove; Events/activities not within the city limits of Pacific Grove, but which benefit or support the City.*
- 3. Banners shall not display a company logo, trademark, commercial advertising, or political message.*
- 4. A fee established and reflected in the Master Fee Schedule will be charged to recover the cost of installing and removing the banners. (City-sponsored events and non-profit organizations within the City of Pacific Grove are exempt from this fee.)*
- 5. Banners approved for display must be delivered to the Public Works Corporation Yard not less than five (5) working days before the first day of display.*
- 6. The applicant/organization shall hold the City of Pacific Grove harmless from any claim due to theft, vandalism, damage, or loss of banners due to any cause whatsoever while on display.*

**I, the above named organization representative, on behalf of the above named organization, have read the conditions stated on this Banner Display Request Form and agree to all provisions thereof.**

Representative \_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*