

SIMS WAY COMMUNITY ANNOUNCEMENT BANNER PERMIT APPLICATION

For display of a banner pursuant to Chapter 17.76.060A of the Port Townsend Municipal Code and the Policy for Banner, Reader Board, and Bulletin Board Use at City Facilities.

Organization:	UBI#:
Contact Name:	
Phone Number:	
Email Address:	
Mailing Address:	
First Time Application? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please submit the following with this application:

1. \$150 banner installation fee, PLUS a \$38 permit fee for a first-time application or a \$13 permit fee for subsequent display of a banner. **Cash or check only.**
2. For first-time applications, submit a scale drawing of the banner to be installed including text and dimension measurements. The banner must meet all requirements in the policy.

Proposed Banner(s):

Event #1 Name:
Event #1 Date:
Requested Banner Display Dates:

Event #2 Name:
Event #2 Date:
Requested Banner Display Dates:

Please read this section carefully:

- City staff will install your banner. Coordinate drop-off and pick-up with Brian Reid, City Streets Manager 360-3344-3043. Your banner must be dropped off at the City Shops by Thursday of the week prior to your Monday installation date. If Monday is an observed holiday, the banner will be installed on Tuesday with no reduction in fee.
- Banner installation is weather-permitting. If you choose to cancel your banner due to a weather-imposed installation delay, you must call and cancel on day one of your scheduled week to receive reimbursement of fees. Otherwise, we will attempt installation on an alternate day of your scheduled week. Banners will not be scheduled from November through February due to weather.
- **It is the responsibility of the applicant to supply and install correct clips on all grommets.** Snap clips are available at local hardware stores and may be available from local sign makers. Examples of acceptable clip styles (approximately 4 inches in length):



PLEASE NOTE: The wind is very hard on banners. Please review the physical requirements in the policy and inspect your banner for damage before dropping it off. Weather-damaged banners will be removed and returned to the applicant.

The applicant hereby certifies that all of the above information and attachments are true and provide an accurate presentation of the proposed project. The applicant acknowledges that any action taken by the City of Port Townsend based in whole or in part of this application may be reversed if it develops that any such statement or other information contained herein is false.

HOLD HARMLESS AGREEMENT

Applicant/Permittee/User shall defend, indemnify, and hold harmless the City of Port Townsend, its officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant/Permittee/User’s activity or event, including use of any premises, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User in connection with the Applicant/Permittee/User’s activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Port Townsend.

Applicant Signature _____ **Date** _____

<i>(City use only)</i>	
Permit approved by:	Date:
Fees Paid: Installation Fee (\$150) PLUS Permit Fee (\$38 or \$13)	



