



BANNER RESERVATION APPLICATION

APPLICANT INFORMATION

Contact Name:		
Mailing Address:		City/State/Zip:
Email:	Home Phone:	Cell Phone:

BANNER INFORMATION

Banner Name/Representation:	
Event Date(s):	☐ Single Date ☐ Multi-Day Event

CITY OF CANBY BANNER POLICY

The City of Canby has two locations for banner placement: the intersection of N Grant Street at NW 1st Avenue and above the Wait Park gazebo. Banners must advertise events located within Canby city limits. For banners located in Wait Park, the event must be located within Wait Park. Banners will be displayed for one week prior to the event.

RESERVATIONS

Yearly events sponsored by the City of Canby will take precedent over community events. These events are: Canby Independence Day Celebration, Canby's Big Night Out Street Dance, Canby Spooktacular Village, and Light Up The Night.

Banner reservation periods are established in 1 week time blocks and will be first come, first served. The deadline for reservations is **at least** 1 month prior to the date the banner will be hung. Grant Street Arch banners may be hung no more than 2 times in a calendar year.

Name of Responsible Party: (print)	Date:
Signature of Responsible Party:	Date:



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BANNER MATERIALS AND SIZE REQUIREMENTS: *APPLICANT MUST PROVIDE BANNER*

GRANT STREET ARCH BANNER	WAIT PARK BANNER
Length: ➤ Minimum – 12 feet ➤ Maximum – 24 feet Height: 30 inches	Length: ➤ Minimum – 10 feet ➤ Maximum – 12 feet Height: 2 feet
The banner must be made of substantial material, such as canvas. Heavy duty reinforced grommets must be installed in all four corners of the banner and along the top and bottom edges. The grommets should be approximately 1/2 inch from the edge of the banner and should have an opening of approximately 1/2 inch. To reduce wind resistance, we recommend the adding "wind holes" by cutting semi-circular "U"-shaped flaps 6 to 9 inches in diameter which will open along the bottom edge when the wind blows.	

BANNER PLACEMENT AND REMOVAL

Development Services staff will coordinate the banner drop off. Banners are normally placed and removed on Mondays, unless otherwise discussed prior to the placement. If Monday is a holiday, this will occur on the following workday. Banners should be delivered to Public Works (1470 N Territorial Road) after application and payment is received.

BANNER FEES – subject to Cost of Living Adjustments (COLA)

GRANT STREET ARCH	WAIT PARK
City staff time – one person installation and removal: 2.5 staff hours • Hourly rate (Maintenance Worker 2) = \$48.16 per hour • Truck = \$40 per hour ○ Total = \$225	City staff time – one person installation and removal: 2 staff hours • Hourly rate (Maintenance Worker 2) = \$48.16 per hour • Truck = \$40 per hour ○ Total = \$200
PAYMENT: Payment may be made by <u>credit card</u> in person at 222 NE 2nd Avenue, or by phone (503) 266-0684. Other forms of acceptable payment are cash and check, which must be payable to: City of Canby.	



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INSURANCE REQUIREMENTS

Liability Insurance:

The City of Canby requires the event sponsor to provide evidence of Comprehensive General Liability insurance. This insurance shall provide coverage of not less than \$1,000,000 Combined Single Limit for bodily injury and property damage for each occurrence and not less than \$2,000,000 in the aggregate. A Certificate of Insurance shall be provided to the City of Canby naming the City as a Certificate Holder and must be delivered to the City of Canby prior to the scheduled event. The Event Sponsor will sub-contract with its vendors and collect Certificates of Insurance from the vendors holding the City harmless from sub-contracted vendor activity.

*Consideration for waivers of this provision are available through City Administrator approval only.

Release & Indemnity Agreement:

The undersigned Applicant, by signature above, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connection with the Applicant's banner, the sustainability of the banner or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City but is in addition to such common law or statutory provisions.

APPLICATION SUBMITTAL: Applications for banner reservations can be submitted to Emily Sasse via email at SasseE@CanbyOregon.gov, or in person at City Hall, 222 NE 2nd Avenue, Canby OR 97013.

HOURS OF OPERATION: The City of Canby offices are open Monday – Friday, 8 am – 4 pm, except for most holidays. City staff are available by appointment from 4 pm – 5 pm Monday – Friday.

FOR FURTHER INFORMATION:

If you have any further questions, contact the Development Services at (503)266.7001, or send an e-mail to Emily Sasse, SasseE@CanbyOregon.gov.