

**City of Gig Harbor  
Policies & Procedures for  
Hanging the Cross-Street Banner  
over Harborview Drive  
2010**

**1. Scheduling**

The City of Gig Harbor Operations Division schedules the banner display. Applications forms are available from the Community Development Department. Contact Nancy Nayer or Terri Reed @ 851-6170.

All banners are scheduled on a first-come, first-served basis on the first working day in January.

Available time slots for a banner are limited for sponsors of multiple or on-going events to (1) reserved time per quarter (i.e. four times per year). Reserve your time as early as possible to ensure that the desired time space is available.

Banners will be hung for two weeks on Mondays (unless it's a holiday then it will be Tuesday).

**2. Design and Content Approval**

The banner must be delivered to the Community Development Department on the Friday before the date the banner is to be hung. It is City policy that banners may be hung if they are non-profit in nature, and if they promote an event of community-wide importance in support of tourism development. The City Public Works Director has the right to accept or reject any banner based on the content of the banner and will reject any banner if the content does not meet these guidelines. If the banner has a sponsor name or logo on it, the name of logo cannot be the dominant element of the banner. The emphasis of the banner must be the time and place of the event.

**3. Insurance Provisions**

A Certificate of Insurance on the standard ACORD form at the standard combined general liability rates of \$1,000,000 is required. The certificate must name the City of Gig Harbor as an additional insured. The Insurance Certificate must also state: "the event name, the sponsor, the dates the banner will be hung, and that the banner is to be hung along Harborview Drive, a public street." This insurance documentation will need to be submitted and approved prior to your banner being hung. Your Certificate of Insurance cannot be accepted without this wording on the certificate. Please provide this information to your insurance company.

**4. Construction**

Banners should meet the following construction specifications. These specifications should be considered minimum specifications. Banners which are expected to be reused over several years should be constructed of the heaviest weight material available.

Size. Banners should be about 25 – 30 feet long and a maximum height of three (3) feet. Banners shall have wind hold flaps every 2 – 3 feet as necessary.

Material. Banners shall be made of 12 – 18 ounce banner material.

Mounting provisions. Banners shall have reinforced grommet holes – one in all four corners and spaced every 12 inches along the top of the banner. The snaps for the grommet holes should be placed in each hole across the top and the 2 holes in the bottom of the banner (diagrams for snaps are available). Applicants shall tie 3/8" or 1/4" rope –25 feet each– to the bottom corners of the banner.

Message. Banners shall promote non-profit events, and shall not advertise or promote the sale of any product or commodity, political position or religious belief. The emphasis of the banner must be the time and place of the event.

**5. Delivery, Hanging and Retrieval of the Banner**

The banner must be delivered to the Community Development Department office the Friday prior to the date the banner is to be hung. City personnel will hang all banners as our scheduling and weather permits. After banners are taken down, the organization is expected to pick up the banner from the Community Development Department office within a week.