

# APPLICATION FOR Banner Display

for Non-Profit, Government  
Agencies and City Departments

CITY OF BANNING  
Parks & Recreation Dept.  
P.O. Box 998  
789 N. San Geronio Avenue  
Banning, CA 92220  
(951) 922-3242  
Recreation@banningca.gov



**Instructions:** Type or print using black ink only. *Incomplete applications will be returned.*  
Applications must be turned in at least two (2) weeks prior to the event date. If you have any questions, contact the Banning Parks & Recreation Department at 951-922-3242.

## Event Organizer and Event Information

Event's Sponsor/Organization: \_\_\_\_\_

Organization's Non-Profit Tax Identification Number: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_

Public Information Phone Number: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

## **Banner Information:**

**Please print the Banner Message in CAPITAL letters below:**

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### **Location:**

☐ Ramsey & 3<sup>rd</sup> St – 4' x 30' banner size      ☐ Ramsey & Highland Springs – 4' x 30' banner size

### **Dates for the Banner (maximum of 30 days per calendar year):**

Banner Starting Date \_\_\_\_\_ Banner Removal Date \_\_\_\_\_

*The information provided in this application is true and complete to the best of knowledge. I, for myself and the above organization and all members thereof, agree to abide by the policies and procedures set forth by the City for this Banner Display.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach the following information to this application and return to [CS@banningca.gov](mailto:CS@banningca.gov) or 789 N. San Geronio Ave. Banning CA, 92220:

- **Certificate of Insurance**
- **Copy of 501(c)(3) Document**
- **Additional Information as needed**

## Banner Specifications & Special Instructions

### Banner Specifications

1. Material: Banners must be made of strong and sturdy material; cotton, canvas, or acrylic or other fabric with equivalent strength.
2. Size: See specifications for requested location
3. Material shall have continuous double-hem on all seams.
4. Minimum of one (1) "U" shaped slits or air passage openings shall be provided for every five (5) feet of banner.
5. Banner shall have brass grommet holes at each corner and around each side at a maximum of 24" intervals all the way around.

### Special Instructions

1. Banners will be hung no more than 30 days in one calendar year.
2. Non-Profit Organizations wishing to have a banner hung will need to provide a copy of their 501c3 document for application approval.
3. The applicant shall provide the City with proof of liability insurance.
4. Banners will be brought to the office of the Electric Department located at 176 E. Lincoln, Banning, Ca, 92220. The Electric office is open 7 am to 4 pm Monday thru Thursday.
5. Banners will be brought no earlier than five working days and no later than two working days prior to scheduled hanging date.
6. Banners shall be picked up at the office of the Electric Department within Five (5) working days after being taken down or will be disposed of accordingly.
7. The City of Banning is not responsible for lost or damaged banners.

### Special Note

All banner requests will be granted on a first come first served basis. City of Banning and its partners will have priority for placement of banners. All conflicts arising over simultaneous requests of banners at the same location shall be resolved by the Parks and Recreation Department Management.

## Banner Drawing

