



# City of Grants Pass Riverside Park Banner Policy

## **GUIDELINES FOR BANNERS**

1. Riverside Park banners shall only advertise activities occurring in Riverside Park and only activities that have been specifically sanctioned by the City.

## **REQUIREMENTS FOR BANNERS**

1. The placement and removal of banners in Riverside Park is done solely by the City, for which a fee is charged.
2. Banners for Riverside Park must be delivered to the park maintenance yard prior to 2 p.m. the Friday before the banner goes up.
3. The City will hang and remove banners in Riverside Park on Monday mornings unless Monday is a holiday, in which case the banners will be hung and removed Tuesday morning.
4. Banners should be picked up the day they are taken down, between 1:00 p.m. and 3:30 p.m.
5. The City is not responsible for damages or loss occurring to banners during installation, removal, while on display, or failure to be picked up on time.
6. The City retains the right to refuse a reservation based upon the person's or organization's failure to comply with this Banner Policy within the past two years.

## **RESERVATIONS FOR BANNERS**

1. Confirm a banner space reservation before going to the expense of having a banner made. Check on availability and make reservations with the City of Grants Pass by contacting:

**Parks & Recreation ♦ 541.450.6435**

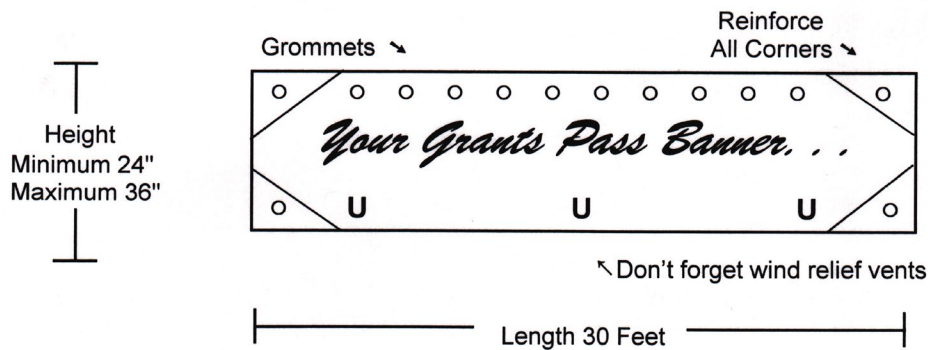
2. Companies that make or hang banners cannot make reservations for you.
3. All groups or persons making a reservation must complete the following before reservations will be confirmed:
  - **Pay a reservation fee of \$25 for each banner placement.**
  - **Pay a placement and removal fee of \$25 for each banner.**
  - **Submit a completed Riverside Park Banner Reservation Form.**
4. Refunds will be given for reservations cancelled more than 30 days in advance of hang date.
5. The City must be notified in writing of a request to swap reservations with another party.

**BANNER SIZE AND CONFIGURATION**

1. Banners must meet the size and configuration specifications, including attachment points.
2. Banners which do not conform to the specifications or to the application form shall be immediately removed by the applicant at the request of the City. Any banner which is not so removed may be removed by the City and discarded.

**General information for banners:**

- Material:** Minimum of 12 oz. bantex or 18 oz canvas.
- Lettering:** Minimum 6-inch size is recommended for readability. You should use vinyl lettering if you plan to change wording and reuse the banner in the future!
- Banner Height:** Maximum **36 inches (recommended)**; minimum 24 inches.
- Banner Length:** All banners shall be 30 feet in length.
- Grommets:** Locate spur grommets at the top and bottom corners and approximately 30 inches apart along the top of the banner. Reinforce corners so they don't tear out.



# Riverside Park Banner Reservation Form

Organization Information	
Organization Name:	_____
Length of event (dates)	_____
Contact Person:	_____ Phone: _____
Address:	_____

Banner Information	
Week requested:	_____ through _____
Specify <u>EXACT</u> wording on banner:	_____
	_____
	_____
<b>Note:</b> Banners are limited to advertising <b>specific scheduled activities</b> held at Riverside Park. Advertisement of alcohol, tobacco, or political candidates is prohibited. Banners may not include any advertising, commercial messages, brands or product names, or other information about the event such as costs, directions, and phone numbers.	

I have read and agree to abide by the conditions and terms of the City's Riverside Park Banner Policy.	
_____	_____
<i>Contact Person's Signature</i>	<i>Date</i>
<i>For City Use Only</i>	
_____	_____
<i>City Approval</i>	<i>Date</i>
<input type="checkbox"/> Banner policy provided to applicant	