



# **BANNER PERMIT APPLICATION**

Please contact the Community Events Supervisor at 970-375-7325 prior to submitting this permit for banner location availability.

A \$100 hanging fee will be assessed for each banner.

(Checks payable to City of Durango.)

Please deliver this permit and payment to 2700 N. Main Avenue,  
attention Community Events Supervisor

APPLICATION DATE \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

ORGANIZATION ADDRESS \_\_\_\_\_

CONTACT NAME(S) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

BANNER LOCATION (circle one): Santa Rita Park      9<sup>th</sup> St and Main Ave.      8<sup>th</sup> St and Main Ave.

INCLUSIVE DATES: FROM MONDAY \_\_\_\_\_ TO MONDAY \_\_\_\_\_

NYLON BANNER SIZE (not to exceed 5' x 30') \_\_\_\_\_

VINYL BANNER SIZE (not to exceed 4' x 24') \_\_\_\_\_

BANNER FABRIC/CONDITION \_\_\_\_\_

BANNER WORDING \_\_\_\_\_

## NOTICE

The City of Durango will not hang any banner that does not meet the conditions stated below.

### Conditions:

1. The Banner Permit Application must be submitted at least three (3) weeks prior to installation and up to one year in advance.
2. To qualify for a banner permit, an organization or entity making application must demonstrate to the City of Durango that such organization or entity is and has been for a period of not less than ninety (90) days preceding the date of the application:
  - a. incorporated under the laws of Colorado for purposes of a social, fraternal, patriotic, or athletic nature and not for pecuniary gain,
  - b. a regularly chartered branch, lodge, or chapter of a national non-profit organization or society which is organized for social, fraternal, patriotic, cultural or athletic purposes.
  - c. promotion of a special event that has community-wide support.
3. Banners promoting events sponsored or affiliated with religious organizations may be allowed. Banners intended to promote or inhibit a specific religion shall not be allowed.
4. **The banner MUST be accompanied by the necessary hardware for installation: minimum 3 1/4" long and 5/16" thick carabineers in each top grommet, ties at each corner; grommets along the bottom must have a 5/16" nylon rope run through them with a loop extending on each end. Please contact the Community Events Supervisor with any questions on banner hardware requirements.**
5. **The City of Durango is not liable for any damage to a banner due to wind. Durango often has high winds and damage is possible. Reinforcing the corners and grommets of banners with plastic may help prevent damage due to wind. Vinyl banners shall have two rows of "U" shaped wind holes (6" x 6") cut no more than 24" apart and equally spaced throughout the banner.**

6. **Banners must be delivered to the City Service Center warehouse (105 Sawyer Drive) enter through gate on south side, proceed to warehouse door, Warehouse phone # 375-4906. Banners shall be delivered on the Monday one (1) week prior to the day that it is to be hung. If the banner is delivered after the due date or is not equipped with the proper hardware, the permit fee will increase to \$200. Banners will be installed on Mondays ONLY (except on holidays, Tuesday will be alternate date.)** Banners will only be hung when wind and weather conditions allow.
7. The City of Durango reserves the right to refuse to hang any banner determined unsafe or unsuitable.
8. **Banners MUST be picked up immediately after removal date. Unclaimed banners may be disposed of after 30 days unless prior arrangements are made with the City.** The City of Durango is not responsible for damage or loss.
9. Obtain and provide a CERTIFICATE OF LIABILITY INSURANCE for the banner, naming the City of Durango as additionally insured.
10. Banner to be displayed for 1 week only.

SIGNATURE OF RESPONSIBLE PERSON \_\_\_\_\_

Date

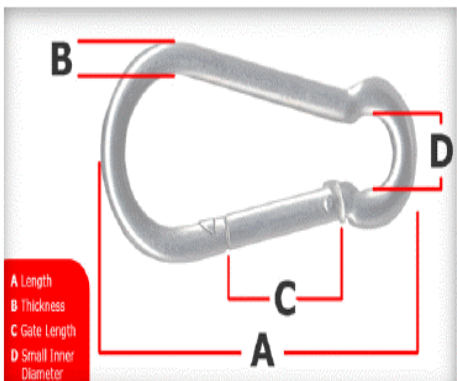
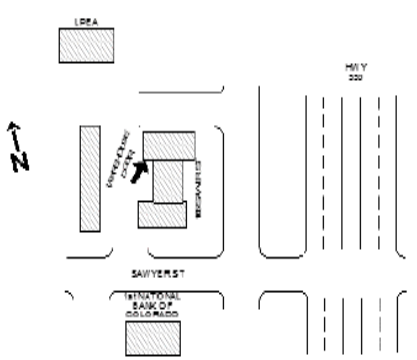
APPROVED BY: \_\_\_\_\_

Community Events Supervisor

Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_



- A= Minimum 3.25"
- B= 5/16"
- C= Large enough to hook on banner
- D= Large enough to allow banner to drop in fully.

Map of Banner Drop-off Location at the City Service Center

