



CITY OF WENATCHEE

P.O. BOX 519 • WENATCHEE, WASHINGTON 98807-0519 • (509) 888-3200

**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY**

Policy R-9: DOWNTOWN BANNER PROGRAM

Administrative Policy, Procedures & Installation Application

The purpose of this Downtown Banner Program (Banner Program) is to allow for the display of public service messages or event announcements promoting community events taking place within City of Wenatchee limits, in the form of street banners over the public right-of-way in a safe orderly manner.

Eligibility:

The following criteria are assessed in the approval of proposed banners:

- Applicants must be a nonprofit organization, a neighborhood organization or a non-profit business organization; and
- Banners shall promote special events permitted by the City, open to the public, and partially or primarily located in Wenatchee; or
- Banners shall celebrate or draw attention to seasonal activities; or
- Banners shall promote a public awareness campaign.

It is strongly recommended that you obtain approval of your design before you order the banners to be printed; the City will not assume responsibility for any costs associated with non-approved banners.

Procedure:

Artwork for new banners must be submitted and approved by the City prior to installation. Applications must include a drawing, graphic, or photo of the proposed banner including all proposed wording, graphics and banner design and construction details.

Banner(s) must be delivered to the Public Service Center (PSC) located at 1350 McKittrick Street, the week prior to installation. PSC hours are 8:00am – 5:00pm, Monday-Friday, and closed holidays. Late banners will be installed the following Monday or as workload allows. Banners must be picked up at this location within one week after the event.

Applications:

Banner applications shall be received and considered on a first-come, first-served basis and can be sent up to one year in advance. Incomplete application will not be considered until all materials are submitted.

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Fees:

Non-Refundable Permit Fee - \$100.00

Checks should be made payable to the City of Wenatchee.

Time Limits:

Applications must be submitted no less than 30 days prior to the requested installation date. Banners may be installed for a maximum of one (1) week prior to the event start date. Banners may be installed for a maximum of four (4) weeks following the event start date. The City will remove banners immediately after the final event date and will notify event promoter for pickup.

Available Banner Locations:

Event banners may be installed on all or a portion of the available locations. Locations may change depending on the availability of banner brackets.

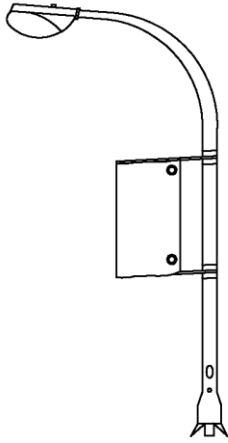
- 32 On Wenatchee Ave
- 15 On Mission
- 12 On Chelan
- 6 on Orondo

Banners Specifications:

- Height: 7'-10" center to center of bracket loop
- Width: 2'-0" minimum 28" maximum
- Weather proof heavy gauge vinyl or fabric
- Shall be printed on both sides
- Bracket loop: 1" diameter, double stitched for entire width
- Edges shall be hemmed
- Banners shall have a minimum of 4 wind shear cut outs
- Grommets on pole side (see below)
- Any sponsoring organization logos are limited to 20% or less of each banner

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Page 2 of 3



Waiver of Liability:

All applicants must sign and submit a liability waiver form acknowledging that the City of Wenatchee is not responsible for lost, stolen or damaged banners after they are hung.

Return completed application, permit fee and artwork to:

City of Wenatchee
Mayor's Office
301 Yakima Street
Wenatchee, WA 98801
cityclerk@wenatcheewa.gov
509-888-6204

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Page 3 of 3



DOWNTOWN BANNER PERMIT APPLICATION

301 Yakima Street • P.O. Box 519 • Wenatchee, WA 98807-0519

Telephone: (509) 888-6204

Permit Fee \$100 Non-Refundable

Checks payable to "City of Wenatchee"

ORGANIZATION NAME/SPONSOR: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

BANNER DESCRIPTION (artwork for new banners must be submitted and approved by the city prior to installation.

Applications must include a drawing, graphic, or photo of the proposed banner including all proposed wording, graphics and banner design and construction details – the City of Wenatchee is not responsible for any costs associated with non-approved banners):

REQUESTED DATES TO DISPLAY BANNERS: START DATE: _____ END DATE: _____

ADDITIONAL INFORMATION:

The downtown banner program allows for the display of public service messages or event announcements promoting community events taking place within the City of Wenatchee limits, in the form of street banners over the public right-of-way in a safe orderly manner. Banner applications are received and considered on a first-come, first-served basis and can be sent up to one (1) year in advance. Incomplete applications will not be considered until all materials are submitted.

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Indemnify and Hold Harmless: The undersigned represents that he/she is authorized to act on behalf of the sponsor for which this permit is requested, and on behalf of the sponsor agrees that the sponsor shall indemnify and hold harmless the City, it's officers and employees from any and all claims, losses, damages, demands, suits, and attorney fees of any kind on account of injury to persons and property arising out of or in connection for which this permit application is submitted:

The applicant represents that they are aware of the terms and conditions of receiving a permit, and will follow all applicable laws.

Applicant Signature: _____

Date: _____

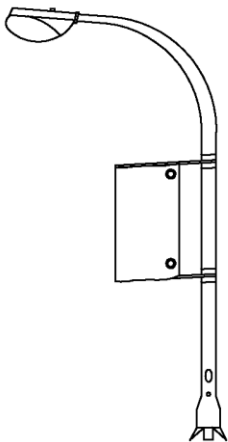
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