



## 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):

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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.

**Eligibility:** Applicants must be a nonprofit organization, a neighborhood organization, or a nonprofit 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.

**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.

**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, its 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: \_\_\_\_\_

#### AREA BELOW FOR AGENCY USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_  
DATE FEE RECEIVED: \_\_\_\_\_

DATE ARTWORK SUBMITTED: \_\_\_\_\_  
DATE ARTWORK APPROVED: \_\_\_\_\_

DATE APPROVED & FINAL ROUTING TO: \_\_\_\_\_  
 PUBLIC WORKS/ENGINEERING  STREETS SUPERVISOR.

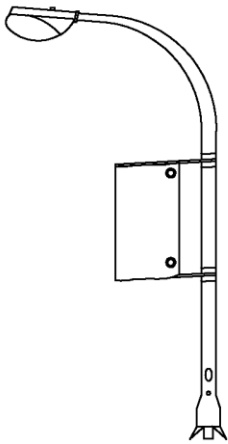
Banners must be delivered to the Public Service Center (PSC) located at 1350 McKittrick Street the week prior to installation. PSC hours are 8:00am – 5:00pm, Monday-Friday, excluding holidays. Late banners will be installed the following Monday as workload allows. Banners may be picked up at this location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

**Available Banner Locations:**

- 32 on Wenatchee Avenue
- 15 on Mission
- 12 on Chelan
- 6 on Orondo

**Banner 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)
- Organization names or logos are restricted to the applicant's organization and the name of the event or activity.



Return completed application, permit fee and artwork to:

City of Wenatchee  
Attn: Mayor's Office  
301 Yakima Street  
Wenatchee, WA 98801  
Email: [cityclerk@wenatcheewa.gov](mailto:cityclerk@wenatcheewa.gov)  
Phone: (509) 888-6204