



CITY OF NOVATO
APPLICATION FOR COMMUNITY BANNER DISPLAY

Name of Organization: _____ Cell: _____

Contact Person: _____ Phone: _____

Address: _____
Street City Zip

Date(s) of Event: _____ Email Address: _____

Community or Civic Event Description: _____

The banner message must identify a civic arts program or community event, and the date(s) the program or event shall take place. Political statements, messages or campaign advertising are prohibited.

Banner Text:

Describe graphic(s) to be used and attach sample:

Dates Requested for Display: _____

Reservations run Monday to Monday. Deliver banners to the Public Works Corp Yard at 550 Davidson Street by the Wednesday of the week prior to display date. The City of Novato is closed every other Friday. Call ahead prior to dropping off banner to ensure we are open at 415-899-8280. Pick up banners from 550 Davidson Street by Wednesday following the display period. A daily storage fee will be charged for all late pick-ups. If not picked up within two weeks, the banner may be subject to disposal.

Indicate Banner(s) Requested:

[] De Long Banner Fee - \$210.00 (\$195.00 + \$15.00 Application Fee) - Horizontal Street Banner size: (Must be 30 feet wide by 3 feet high)

[] Community House Fee - \$105.00 (90.00 + \$15.00 Application Fee) - House Banners: Banner size: Width: _____ feet Height: _____ feet

[] Fee enclosed \$ _____ (Check Payable to: City of Novato)

Banner specifications and current fees can be found on the City of Novato website under Community Banner Specifications and Fees. Banners must conform to the specifications. Fees are subject to change.

I certify that the above banner will be manufactured according to the specifications as listed on the Community Banner Specifications.

Applicant Signature: _____ Date: _____

Banner Maker or Retailer Address and Telephone: _____

Submit both pages of signed & completed application to:

Mailing Application: City of Novato – Banners, 922 Machin Avenue, Novato, CA. 94945

Dropping off Application: City of Novato, 550 Davidson Street, Novato CA. 94945 Phone: (415) 899-8280 (PLEASE NOTE THAT 550 DAVIDSON STREET DOES NOT ACCEPT MAIL. MAIL FORM TO 922 MACHIN AVE.)

Email/Scan: vmbrierley@novato.org

NOTE: The City of Novato will not be responsible for damage sustained due to the elements, including high winds, faulty workmanship in construction of a banner, or for banners not complying with specifications.

Hold Harmless, Responsibility: I understand that I shall be held responsible for any and all loss, accidents, injury or damage to persons or property which result from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the City of Novato, Successor Agency to the Dissolved Redevelopment Agency of the City of Novato, City of Novato Public Finance Authority's passive negligence to RELEASE, INDEMNIFY, HOLD HARMLESS and DEFEND the City of Novato, Successor Agency to the Dissolved Redevelopment Agency of the City of Novato, City Novato of Public Finance Authority and their respective officials, officers, agents, employees and volunteers ("indemnitees") from and against any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs or liability of any kind or nature (including attorney fees and expert witness fees) which indemnitees may sustain or incur or which may be imposed upon them for injuries to or death of persons, or damage or injury to property as a result of, arising out of, or in any manner connected with this activity.

I have read and understand the terms and conditions of use as outlined in this application. I acknowledge and accept responsibility and agree to abide by all regulations and conditions of facility use.

Signature of Applicant:

Date _____

For Office Use

Date Application Received: _____ Department Action: Application is Approved Denied

By _____ Date _____

Comments: _____

Total Amount Due: _____

Fee Received: Amount _____ Check# _____ Date _____

Date Banner Returned to Owner: _____ By: _____

Storage Fee: _____ Check# _____ Date: _____ Disposal Date: _____

Display Canceled By City Display Canceled By Applicant

Date Canceled: _____ Amount of Refund (Deduct Application Fee*): _____

INVOICE:

Indicate Banner(s) Requested:

De Long Banner

Fee - **\$210.00** (\$195.00 + \$15.00 Application Fee) - Horizontal Street Banner
(Must be 30 feet wide by 3 feet high)

Community House Banner

Fee - **\$105.00** (90.00 + \$15.00 Application Fee) - -- House Banners: Banner size:
Width: _____ feet Height: _____ feet

Fee enclosed \$ _____ (Check Payable to: **City of Novato**)

Cancellation Fees:

If an applicant cancels their reservation sixty (60) days or more in advance of their banner display date, the applicant shall be entitled to a 100% refund of the reservation fee, minus the application fee. If an applicant cancels their reservation less than sixty (60) days in advance of their banner display date, they shall be entitled to a 50% refund of the reservation fee, minus the applicant fee. If a City event preempts a previously scheduled reservation, a full refund of fees will be returned to the applicant.