



CITY OF
MARION
LOVE YOUR CITY
MAYOR BILL COLLINS

STREET BANNER PERMIT

Name of Event: _____

Contact Name: _____ Date of Event: _____

Sponsor: _____

Sponsor Address: _____

E-Mail Address: _____

Phone Number: _____ Fax Number: _____

Banner Hang Date: _____ Banner Remove Date: _____

BANNER LOCATIONS:

_____ Delaware Ave (near Superior St.) _____ Mt Vernon Ave (near former Marion Catholic HS) _____ West Church (west of Orchard St.)

_____ E Center St (near Water Co) _____ N Main St (south of E. George St.)

This policy is in effect for hanging banners over Marion City Streets in locations listed above.

1. The City is not responsible for any damage or injury caused by banners and shall be held harmless from any liability (**WAIVER ATTACHED**).
2. No banners will be hung for party-affiliated/independent individuals or group partisan political purposes or for the intent to promote religion, or for commercial promotions.
3. **All banners must be heavy-weight vinyl material and contain multiple wind slits.** (Note: Banners made of plastic or paper will not be hung) **Banners are to be 20 feet in length and 4 feet in width.**
4. Eye hooks/grommets must be installed securely in each corner and in the middle of the banner.
5. All banners are to be delivered to the City Garage (981 W. Center St) a minimum of seven (7) days prior to the approved display week. Banners are to be picked up at the City Garage no later than three (3) days after the banner is removed, or they will be destroyed.
6. Banners will be displayed for a one- or two-week period (Monday through Sunday with removal on Monday) at a **rate of \$50.00 per banner, per week. PAYMENTS ARE TO BE MADE PAYABLE TO THE CITY OF MARION** and must accompany the application.
7. No more than three (3) banners will be used to promote an event without prior approval of the Safety Director, Service Director, or Mayor.
8. No sponsor or linked affiliate shall be permitted to display banners for events more than six (6) times per year.
9. **Banners will be hung on a first-come first-serve basis. Reservations for banner locations do not occur until application and payment have been received.** No applications will be accepted more than six (6) months prior to the first requested date.

Applications and payment are to be submitted as follows:

City of Marion
 Director of Public Safety Office
 233 W. Center St.
 Marion, OH 43302

Sponsor Signature: _____ Printed Name: _____ Date: _____

City Signature: _____ Printed Name: _____ Date: _____
Safety Director, Service Director, or Mayor

For Internal Use Only

Fee Paid _____ Payment Method _____ Receipt # _____ Received by _____

Forward Banner Request Form to: City Garage _____



