



Town of Tiburon

1505 Tiburon Boulevard
Tiburon, California 94920

(415) 435-7373 | www.townoftiburon.org

BANNER APPLICATION

Applicant Information:

Agency or Organization Name: _____

Name of Event or Promotion: _____

Description of Event or Promotion: _____

Date(s) of Event: _____

Contact Name: _____ Phone: _____

E-mail: _____

Mailing Address: _____

Preferred Location:

___ Blackie's Pasture

___ Blackfield Drive (Cove)

___ Downtown (Tiburon Blvd)

Preferred Posting Date(s):

Choice #1 _____

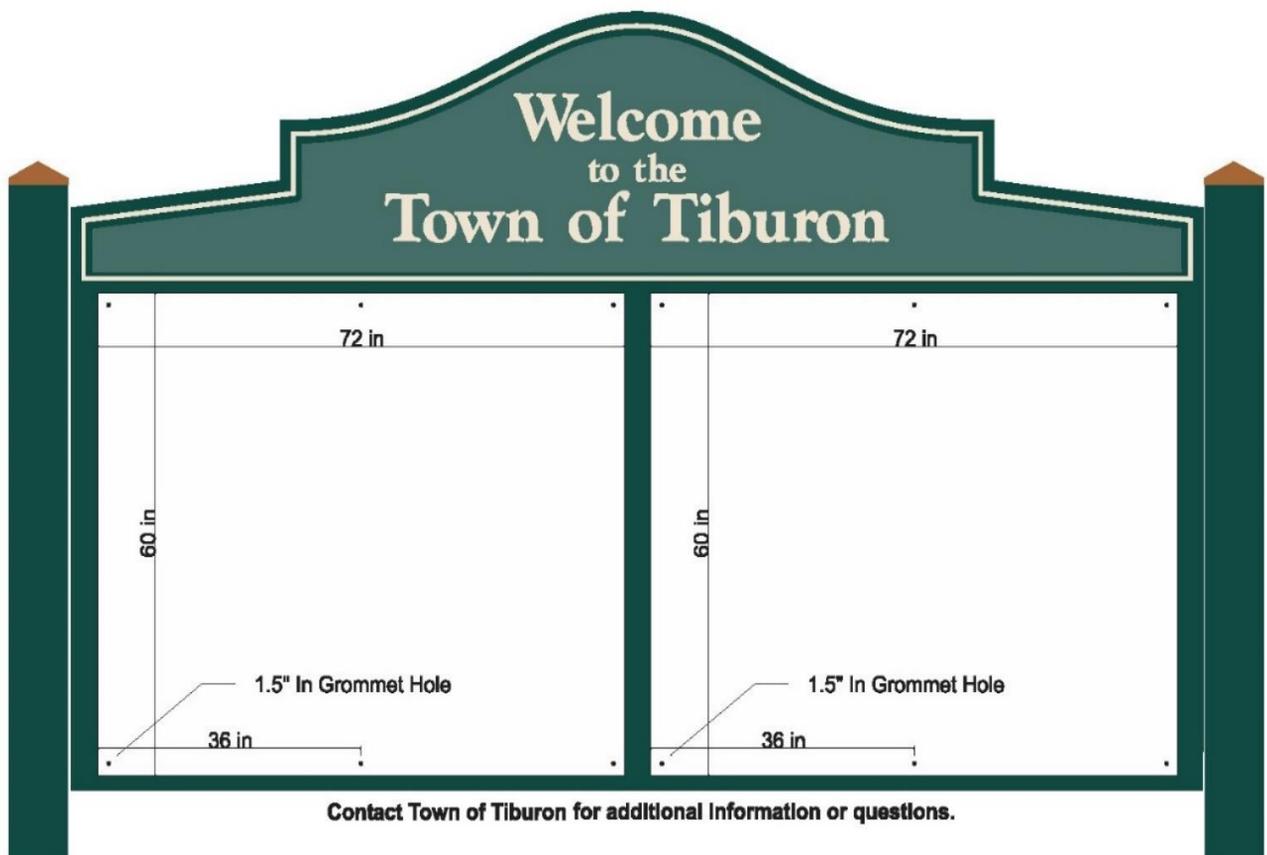
Choice #2 _____

Choice #3 _____

IMPORTANT NOTE: The posting of banners is primarily for significant community events and Town-sponsored events and messages, and these shall have priority over other events. Please be advised the Town will make every effort to post a banner in the requested location and time slot but reserves the right to move, remove, replace, or preempt banners when determined by the Town Manager to be for a larger event or a Town-sponsored event or message. In such cases, the application fee will be refunded proportionally. Failure to comply with the rules, procedures, and specifications set forth herein may disqualify an agency or organization from future use of the Town's signs.

BANNER INSTRUCTIONS

1. **Application Form:** A completed Application Form (attached) must be submitted either in person at the Town of Tiburon, via email to mmiller@townoftiburon.org, or online, and will be processed on a first come, first served basis. The Town has the discretion to approve, approve with modifications, or deny your permit application.
2. **Payment:** Fee of \$25.00 per banner per posting will be invoiced upon approval of the banner application. A consecutive two-week posting in one location counts as one posting. Payment may be made by check or cash; credit cards are accepted in person at the Town of Tiburon, and a 3% fee will be applied.
3. **Production Requirements:** Banners must be fabricated on outdoor, weather-proof vinyl with hemmed edges (sewn or hem tape) with six #2 (3/8" hole) grommets placed 1.5" in from corners and center. Banners will be installed via existing well nuts on the sign.
4. **Design Requirements:** Banners should contain the following characteristics: event name, location, date & time, purpose, contact information, sponsoring organization (maximum of two), optional graphic images. Type must be at least 3" high, clearly legible, and have a high contrast between background and text.



5. **Banner Drop-Off:** All applicants are responsible for dropping off banners at the Public Works Corporation Yard, 199 Kleinert Way (behind Reed Elementary School) on the Friday afternoon prior to posting and picking up the banner on the Monday afternoon following its removal. The Public Works Corporation Yard phone number is 415-435-7399. The Public Works Department is not responsible for banner storage. All applicants are required to pick up their banner on the following Monday afternoon (Tuesday if Monday is a holiday).

I, the event sponsor (or authorized agent of the event sponsor), hereby make application for placement of a banner on Town Property and certify that the information given is correct to the best of my knowledge and belief and that the sponsoring agency/organization is an Authorized Party as defined below. I understand that the requested approval is for the benefit of the agency or organization I represent. Therefore, if the Town grants the approval, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third-party challenge.

I have read, understand, and agree to the following provisions to display a banner on Town Property:

1. **Purpose and Policy.** The purpose of the Town's Blackie's Pasture, Blackfield Drive, and Downtown signs is to serve as a limited public forum to promote significant community events or Town-sponsored events or messages. Use of the sign is expressly limited to achieve those purposes.
2. **Authorized Parties.** The following parties may use the Blackie's Pasture sign, the Blackfield Drive sign, and the Downtown sign: (i) governmental agencies, including the Town of Tiburon, City of Belvedere, Belvedere-Tiburon Joint Recreation Agency, and the Belvedere-Tiburon Library Agency; (ii) Tiburon peninsula accredited or licensed schools (pre- kindergarten through 12th grade, both public and private non-profit, which offer instruction that satisfies in whole or in part the mandatory education requirements of state law); (iii) the Tiburon Peninsula Chamber of Commerce; (iv) non-profit organizations located on the Tiburon Peninsula with tax exempt status under Internal Revenue Code Section 501(c)(6); and (v) other non-profit organizations located on the Tiburon peninsula with tax exempt status under Internal Revenue Code Section 501(c)(3) organized to promote the health and welfare of the Tiburon peninsula community.
3. **Qualifying Events and Banner Copy.** I understand and agree that:
 - (a) The event sponsor is an Authorized Party as described above.
 - (b) The event will be located on, or will exclusively benefit, the Tiburon Peninsula.
 - (c) If the Authorized Party is not a governmental agency, the public must be invited to the event on the same basis as the members of the sponsoring organization.
 - (d) The banner copy (text and images) shall conform to the banner parameters listed below.
4. **Banner Parameters.** I have attached an accurate scaled rendering of the proposed banner on an 8 1/2" X 11" sheet. Banner text and images are limited to the following items: Event name, location, date and time; sponsoring agency/organization name(s) (maximum of two); sponsor contact information; a maximum of two graphic images (optional), including any organization logos; and purpose of event, i.e. "Disaster Relief Effort" (optional). All text shall be in a plainly

legible font and a minimum of 3 inches in height; italics, underlining and bold font are permitted. There must be a high degree of contrast between the background and text to ensure legibility.

5. **Timing of Submittal and Decision.** The required submittal materials forming a complete application must be received at least thirty (30) days in advance of the requested posting date and not more than 90 days in advance of the requested posting date. The Town will issue a decision within ten (10) business days after receipt of the complete application.

6. **Other.** (i) The Town will approve applications for qualified events as space allows on a “first come-first serve” basis, but reserves the right to remove or preempt a banner for a larger community event or a Town-sponsored event or message; (ii) Banners will be posted for seven (7) consecutive days, however the Town may elect to keep some banners up longer at its discretion; (iii) Only Town employees are authorized to install and remove a banner, which authorization may be delegated at the Town’s reasonable discretion; (iv) The posting fee of \$25.00 per posting (cash or check only) is non-refundable (unless a banner is pre-empted) and off-sets Town costs to process the application and post and remove banners.

Applicant Signature: _____

Date: _____

Printed Name: _____