

BANNER PLACEMENT REQUEST FORM

CITY OF BUCHANAN

PLEASE CHECK ONE:

☐

Large Horizontal Banner
(no larger than 3' x 20', no smaller than 2' x 20')

☐

Small Vertical Banner
(24" x 38 3/8")

BANNER INFORMATION:

Contact Person: _____ Organization: _____

Address: _____

Daytime Phone: _____ Email: _____

Preferred Banner Placement Dates – From: _____ To: _____

Banner Location: 103 S. Redbud Tr.

(Placement Date and Location are NOT Guaranteed)

☐ Banner(s) provided by applicant ☐ Banner in City storage; location (if known): _____

Briefly describe the purpose of the banner:

What does/will the banner say?

Please return form to City of Buchanan City Hall, 302 N Redbud Trail, Buchanan, Michigan 49107

OFFICE USE ONLY

Date Received: _____ Fee Paid: _____ Staff Member: _____

Approved/Denied: _____ City Commission Date: _____

Delivered to: ☐ Cemetery ☐ DPW Date: _____

RULES & POLICIES:

1. The City's consideration of banner placements is focused upon signs that uniquely promote the City as a quality place to live, which includes the following: recreation and leisure activities, tourism and community events, and general economic welfare.
2. The City of Buchanan reserves the right to remove or place banners for purposes that serve the public good.
3. All banners promoting Non-City Events or Activities are subordinate to any City Organization banner request and the City reserves the right to deny, remove or limit the display time of any banner at any time.
4. The banner placement request form must be approved by the City Commission at their regular meeting or may be approved at the discretion of the city manager. The City Commission meets every 2nd and 4th Monday of the month at 7:00 p.m. at City Hall. As such:
 - o The banner placement request form must be turned in **no later** than the 1st or 3rd Wednesday of the month to be guaranteed placement on the City Commission agenda; AND
 - o Preferred placement date must be **at least** one week following Commission approval to allow for staff scheduling
 - o Additional lead time is suggested for Small Vertical Banners due to increasing demand
5. Banners intended for re-use may be stored by the City through special arrangements given sufficient storage.
6. The City is not responsible for any subsequent damage to the banners for any reason

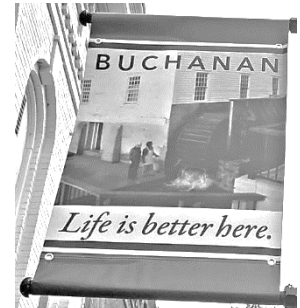
Large Horizontal Banner:

1. A large banner may be no larger than 3' x 20' and no smaller than 2' x 20'.
2. A banner must have wind release or wind vents.
3. There will be a maximum time period of two weeks for banner display.
4. The City charges a \$10.00 placement fee and a \$10.00 removal fee for a total of **\$20.00 per banner** that must accompany each request form.



Small Vertical Banner

1. An individual banner must be – 24" x 38 3/8"
 - a. 2 (two) sided vinyl banner
 - b. 2 (two) grommets slip over pole style
 - c. Top and bottom tube size 3 1/4 "
2. The City must have a single point of contact (applicant) per organization, per event/season, who will submit the banner placement request form, placement fees, and prepared banners to the City.
3. The applicant will be responsible for retrieving banners once removed. Banners not picked up from City Hall after 2 (two) weeks following notification will be disposed of by the City.
4. Any complaints or grievance regarding the inclusion/exclusion of banners, placement, etc. will be the responsibility of the applicant.
5. Banners are to be placed on available hardware on the decorative light poles. If more banners than hardware exist, a rotation scheduled is suggested. If additional hardware must be installed to accommodate simultaneous hanging of more banners than can currently be accommodated, the organization will purchase the required hardware and the City will install the hardware.
6. Banners will be placed randomly. No location preferences will be entertained.
7. The City will put up and take down banners for a \$10.00 fee **per banner**. Any unscheduled banner placement or take down will be an **additional \$10.00 fee per banner**.



I hereby certify that I have read and agree to the rules and policies above.

Signature: _____ Date: _____