

## **Procedure for Obtaining Temporary Sign permit    Banner Type Sign**

1. Completely fill out and sign application form.
2. Complete the attached agreement form naming the organization. This form must have a signature from a responsible officer of the company.
3. Provide a certificate of insurance indemnifying the City of Redwood City with general liability coverage in the amount of \$1,000,000.
4. Banner signs must be constructed to Redwood City Banner Specifications.
5. Banner signs will be displayed for a maximum of 7 calendar days only (Monday/Tuesday to same). Banners will be scheduled on a first come first served basis.
6. Banner signs shall be installed by Public Works Services Department, 1400 Broadway. Contact person is Ralph Pacheco, Public Works Services Supervisor, (650) 780-7472.
7. Banner sign shall be delivered to Public Works Services at least one business day prior to the date scheduled for installation.
8. Banner signs will be accompanied by receipt of permit, signed agreement, and all stated specifications.
9. Banner signs shall be installed only on existing cables by City staff.
10. Contents of banner sign shall be documented prior to issuance of sign permit.
11. Banner signs containing political slogans or with political overtones will not be permitted.
12. Banner signs shall be limited to 2200 block of Broadway only.
13. It will be the responsibility of the applicant to deliver the banner sign prior to installation and pick up the banner sign after removal at Public Works Services Department, 1400 Broadway, Redwood City.
14. Banner signs will be permitted to the following groups only:

Redwood City Services Clubs  
Redwood City Schools  
Redwood City Non-Profit and Non-Political Organizations  
Redwood City Merchants

## BANNER PERMIT

Date: \_\_\_\_\_

Applicant organization or group: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact phone number if different: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Banner Title: \_\_\_\_\_

Date to be Installed: \_\_\_\_\_

Date of Removal: \_\_\_\_\_  
(6 day limit if another is scheduled at the same time)

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For Public Works Services Department use only

Date banner sign delivered to Public Works Services: \_\_\_\_\_

Date banner sign picked up from Public Works Services: \_\_\_\_\_

Permit application approved: \_\_\_\_\_ Date: \_\_\_\_\_

## **AGREEMENT**

### CONCERNING TEMPORARY UTILIZATION OF A PUBLIC RIGHT OF WAY FOR BANNER SIGNS

In consideration of the issuance of a temporary permit, pursuant to the provisions of Section 3.138 of the Code of the City of Redwood City, the \_\_\_\_\_ hereby agrees to indemnify and save harmless the City of Redwood City, its Councilmembers, boards, commissions, officers and employees from any and all loss, liability, damage or injury from any and all suits, claims or actions brought or filed by any person or persons for or on account of any loss, injury or damage whatsoever sustained in, caused by, or arising or resulting from the placing, maintenance or removal of the sign/banner to be maintained within the public right of way of the City of Redwood City at the following location: **Banner cable on the 2200 block of Broadway**

The undersigned also agrees to comply with and abide by all applicable terms and conditions of the Redwood City Code and of the permit issued. The undersigned also agrees that they will retrieve furnished banner sign within one (1) week of removal by the City crews. If banner sign is lost or misplaced after said one week period, the City will not be held accountable for the banner sign.

Dated: \_\_\_\_\_, 200\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization or group: \_\_\_\_\_

## **Redwood City Banner Specifications**

### SUBJECT: CONSTRUCTION AND HANGING OF BANNER SIGNS

The banner sign shall be constructed of a minimum 16-ounce or 18-ounce block-out vinyl banner material with re-enforced corners or heavy banner canvass material with re-enforced corners.

Grommets must be placed in each (4) corner and evenly spaced across the banner sign not greater than three feet apart across the top and bottom of the banner. The material shall be double thickness where the grommets are installed. Rope may be sewn into the top and bottom hem to improve the integrity of the banner.

Air/wind vents adequate for the size and weight of the banner sign shall be placed in appropriate locations on the banner sign.

The maximum banner size shall be 20 feet long and 4 feet high.

Rope must be provided to cover a 100' space, i.e., if the banner is 20' wide, 4 (four) 40' lengths of 1/4" or 3/8" diameter rope with a minimum breaking strength of 1,000 pounds must be provided.

The City of Redwood City will supply materials to attach to the banner sign to the cable through the grommets.

The City of Redwood City assumes no liability for the banner if it should tear, fail, fall, or otherwise be damaged, or cause an injury.