



**CITY OF CARMEL-BY-THE-SEA
COMMUNITY PLANNING & BUILDING DEPARTMENT
APPLICATION FOR BANNERS ON PUBLIC PROPERTY**

Date: _____

Application #: BA _____

Organization _____

Contact Person _____

Phone _____ Email _____

Mailing Address _____

City, State, Zip _____

Name of Events: _____

Date(s) of the Event: _____

Requested banner display dates¹:

Install date _____ (Pursuant to Policy C95-07, no more than 7 days prior to event)

Remove date _____ (Pursuant to Policy C95-07, no more than 3 days following the event)

Total number of days displayed²: _____

Description of Banners³ (Applicant to provide banner description of design, size, and material. Note, vinyl material is prohibited pursuant to Policy C95-07, which is attached to this application. Include a rendering or color photograph of the proposed banner. Refer to the diagram on the third page of Policy C95-07 for additional guidance.)

Notes:

¹Requested dates subject to sharing with other events requesting banner space during the same time period (see Policy C95-07).

²Total number of approved days for display subject to approval by the Department of Community Planning and Building.

³An Application will not be approved without a banner description and rendering or photo.

Desired number and location of banners:

	<u>Poles with single banners</u>	<u>Poles with double banners</u>
Ocean Avenue ⁴	_____	_____
Sunset Center	_____	_____
Harrison Memorial Library (Library-sponsored events)	_____	_____
Other (specify): _____	_____	_____

Notes:

⁴ Applicant must complete Ocean Avenue Display Diagram (page 3) of this application.

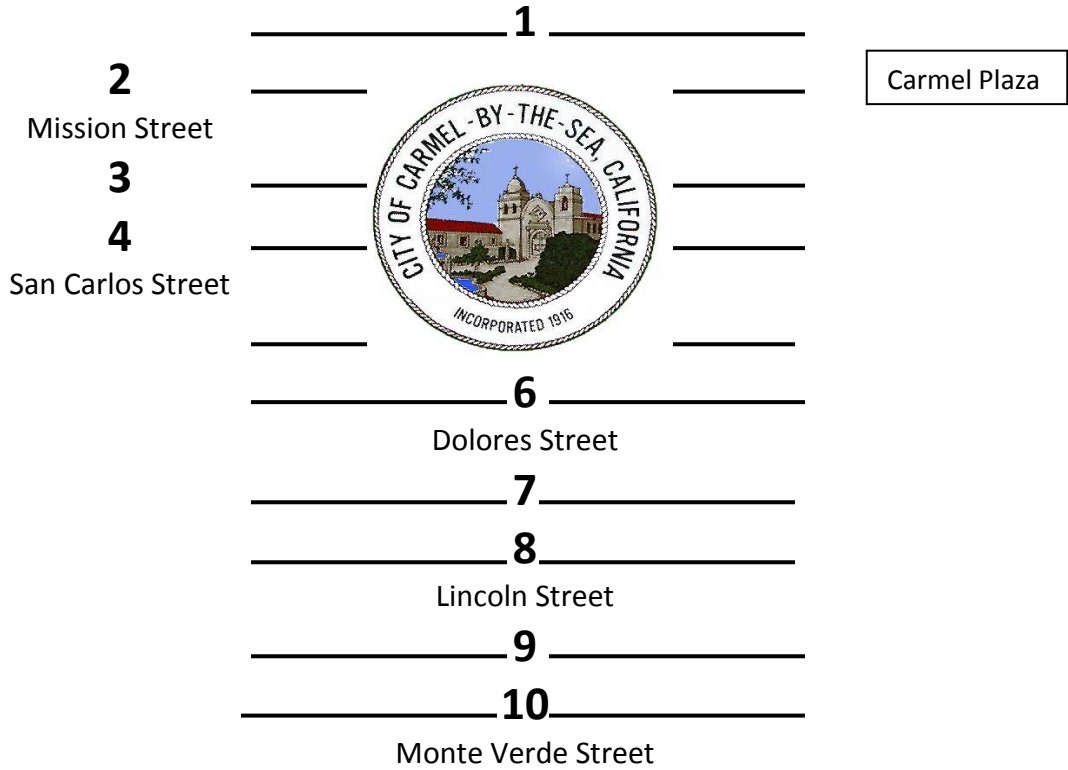
_____ Signature of Representative	_____ Printed Name and Title	_____ Date
--------------------------------------	---------------------------------	---------------

By Signing this application, the applicant acknowledges receipt of a copy of the City’s Public C95-07, “Banners on Public Property” (attached) as a component of this application as well as the Specifications of Work (below), and agrees to abide by all the terms and conditions set forth therein.

Ocean Ave Display Diagram Banner Pole Locations

(Indicate (“X”) for each requested street intersection banner in the Ocean Ave. median.)

Junipero Street



(Numbers indicate stanchion number/location)



For City Use Only

Staff Review: Approved _____ To PC _____ Date _____

CA & CC Review: Approved _____ Denied _____ Date _____

Authorization Dates: Install _____ Remove _____

Conditions:

SPECIFICATION OF WORK

1. It is the responsibility of the applicant to have banners fabricated as approved.
2. The applicant must deliver the banners to the installation contractor at least five (5) days prior to installation. The current installation contractor is:

Signworks Monterey

1805 A Contra Costa Street

Sand City, CA 93955

(831) 899-8700

8:00 am-5:00 pm

(Monday-Friday)

3. The installation contractor will be responsible for installing the banners per City requirements.
4. The contractor will also be responsible for removing the banners on the established removal date, or within 72 hours of the designated day of the event (last day for multiple-day events).
5. The applicant has five (5) days after the event to pick up the banners from the installation contractor. After five (5) days, the contractor shall not be responsible should the banners be lost, damaged, stolen, or discarded, and a rental storage fee may be applied.
6. Neither the City nor the City's installation contractor is responsible for any loss, theft, damage, or vandalism of banners displayed on City property.

CITY OF CARMEL-BY-THE-SEA

POLICY C95-07 Updated 5/7/13
BANNERS ON PUBLIC PROPERTY

PURPOSE:

To establish a policy outlining the procedure for application and review of the design, style, appropriate locations, duration of display, installation and removal of banners on public property in the City of Carmel-by-the-Sea.

POLICY:

The City of Carmel-by-the-Sea supports the concept of displaying decorative banners on public property for the purpose of promoting a festive atmosphere and informing residents and visitors of local events. The City typically encourages up to two events sharing the banner poles at any given time. In limited circumstances staff may authorize the exclusive use of the banner poles as outlined in the application procedures. Display of banners is limited to the following areas:

1. Ocean Ave. median
2. Sunset Center property
3. Devendorf Park
4. Harrison Memorial Library (library sponsored events only)
5. Other locations as may be determined by the Community Activities and Cultural Commission from time-to-time; provided, however, that all such exceptions are referred to the City Council for its prior approval.

GUIDELINES:

Approval Authority:

The Community Planning and Building Department shall have the authority to review and approve or deny applications for public display of banners in accordance with the following guidelines:

Guidelines for Appropriate Events:

Banners may be approved only for the following types of events:

1. City events and activities;
2. City co-sponsored events/activities ;
3. Community events/activities which take place within Carmel-by-the-Sea City limits;
4. Events that, in the judgment of staff, that will provide significant cultural and economic benefit to the City.

Staff may refer a proposed event to the Community Activities and Cultural Commission if it is unclear whether it qualifies under the four types of events outlined above.

DURATION:

Banners may be displayed for up to seven days prior to the beginning of the event, and may be displayed for no more than three days following the event's conclusion. Banners may be displayed at Harrison Memorial Library for a maximum of 30 days prior the event. It shall be the responsibility of the Department of Community Planning and Building to coordinate, as needed, the installation and removal of the banners with other City Departments.

INSTALLATION, MOTORING, AND REMOVAL:

A private contractor, designated by the City, shall have sole responsibility for the installation, removal, and return of all banners to the applicant.

The Department of Community Planning and Building shall have the responsibility for monitoring and insuring that, while placed on public property, the condition and appearance of all stanchions and banners are consistently maintained to meet the community's aesthetic standards. It is the policy of the City to only install American flags or other City banners during specific events (4th of July, Memorial Day, etc.).

APPLICATON PROCEDURE:

Applications for the review of proposed banner installations are available in the Department of Community Planning and Building at City Hall. Completed application may be submitted up to one year but not less than 45 days prior to the requested installation date. If two events request the same dates, the banner poles shall be shared and the banners shall be displayed consistent with the standards outlined in #9 -*Calendar* above. If more than 2 events request the same dates, staff will give preference to those events or organizations that have had the fewest display days in the past 12 months. Preference for exclusive use of banner poles may be given to events or organizations that request the fewest number of days per year. The Community Activities and Cultural Commission shall be advisory to staff on the use of the banner poles.

Within 60 days of the installation date the City will notify the applicant of whether the banners have been approved and whether the banners have been approved and whether the banner poles will be shared with another event.

LIALILITY, PROPERTY DAMAGE:

Each applicant, its successors and assigns shall hold the City of Carmel-by-the-Sea and its officers and employees harmless from any claims due to theft, vandalism, damage or loss of its banners, due to any cause whatsoever, and from any and all claims, actions and demands of third parties of any kind, character and description arising our or due to the display of banners approved hereunder.

DOUBLE- 2 double sided banners PER POLE

(Ocean Ave. ONLY)

