

## **BANNER OVER MAIN STREET**

1. A Reservation for the “Banner Over Main Street” (487 Main- “Old City Hall”) can be made by submitting an application to the City of Placerville, Community Services Dept. 549 Main Street, Placerville, CA 95667.
2. The banner reservation fee is \$100.00
3. The \$100.00 fee must be paid upon scheduling the reservation.
4. No refunds will be issued for cancellations made after 30 days, or within 30 days of the reservation date.
5. A reservation may be scheduled up to six (6) months in advance, with an exception for the Placerville Downtown Association (PDA), and the El Dorado County Fair Grounds who may schedule a reservation up to one (1) year in advance.

EXAMPLE: If Monday of the week you want to reserve is July 1<sup>st</sup>, then the earliest your reservation can be made is January 1<sup>st</sup> at 8:00 a.m. If January 1<sup>st</sup> is a holiday or a weekend the reservation will not be taken until 8:00 a.m. on the day that the City of Placerville Community Services Dept. re-opens.

6. Banners are displayed for one (1) week beginning on Monday (or Tuesday if Monday is a holiday) through Sunday. **Each event banner may be displayed for 1 week only within a 6 month period.** The City reserves the right to hang a banner late if weather or lack of available staff prevents us from doing so on the scheduled date.
7. Non-profit organizations only.
8. No religious or political advertisements will be displayed.
9. The advertised event must be within City limits.
10. **Banners must be delivered** to the City of Placerville, Community Services Department, located in Town Hall at 549 Main Street at least **fourteen (14) days prior to the reservation date.** The banner must be clearly labeled with the following information; event name, reservation date, contact name and phone number.
11. Banners **must be picked up within seven (7) days.** All banners left after seven days will be disposed of unless prior arrangements have been made.

### **Banner Dimensions & Specifications:**

- Wind holes must be cut into the center face of the banner every four (4’) feet. These wind holes are to be semi-circular in shape with a diameter of five (5”) inches (same as a two-pound coffee can).
- Banners are to be exactly twenty six inches (26”) in width with a maximum length of thirty feet (30’).
- Banners must have metal eyelets on the top and on the bottom every two feet (2’). The eyelets are to be one inch (1”) from the top and bottom edges.

\*THE CITY IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED BANNERS\*

**CITY OF PLACERVILLE**  
**BANNER OVER MAIN STREET APPLICATION**  
**Completed application may be submitted up to 6 month in advance.**  
**Please submit application to:**  
**City of Placerville**  
**549 Main Street, Placerville, CA 95667.**  
**Please Type or Print Legibly**

Applicant/Authorized Representative: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

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

Name of Organization: \_\_\_\_\_

Is Organization Non-Profit: \_\_\_\_\_ Non-Profit 501C3#: \_\_\_\_\_

Date Requested: \_\_\_\_\_ (Banners are displayed for 1 week Monday- Sunday)

Nature of Event/Advertisement: \_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Wording on banner: \_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

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For Office Use Only

Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Paid With: Cash \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Check (number) \_\_\_\_\_

Put on Google Calendar: \_\_\_\_\_