

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 \$125.
3. The \$125 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 1st, then the earliest your reservation can be made is January 1st at 8:00 a.m. If January 1st 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: _____

For Office Use Only

Date Received: _____ Receipt #: _____

Paid With: Cash _____ Visa _____ Master Card _____ Check (number) _____

Put on Google Calendar: _____