



BANNER GUIDELINES

The City of Casa Grande Community Services Department will serve as the permittee with the City of Casa Grande for all banners.

1. The following are applicant guidelines for banner requests:
2. Applicant must complete the attached permit prior to authorizing any reservation. Reservations must be requested in writing a minimum of 21 days in advance. You will be notified within 5-7 working days regarding the approval/denial status of your banner request.
3. There is hanging fee of **\$80 per banner**.
4. City events with a banner will take precedence of banner space over outside events.
5. Banners can be hung for a maximum of seven (7) days only.
6. The City of Casa Grande is not responsible for damaged, lost or stolen banners due to unforeseen circumstances. (i.e, weather, workmanship, etc.)
7. The City Of Casa Grande will make every effort to accommodate the request, however, banner may be taken down depending on weather.
8. The City of Casa Grande cannot guarantee requested dates due to unforeseen circumstances. Payments will not be pro-rated.
9. Banners are to be delivered and picked up at Parks and Recreation (404 E. Florence Boulevard) within 5 business days on each side of your reservation dates. After this time, we are no longer responsible for the banner.
10. **Applicant must provide a Certificate of Insurance in the amount of \$1 million, naming the City of Casa Grande as additional insured. Certificate should read City of Casa Grande, 510 E. Florence Blvd., Casa Grande, AZ 85122.**
11. The banner should be made from heavy canvas, (minimum 15 oz.) with all edges of the canvas double folded/stitched and sewn together. A 1" hem around the perimeter is REQUIRED.
12. Eyelets should be large enough for a 3/8" or 1/2" NYLON rope to pass through the openings. Two (2) eyelets are to be placed on each top corner and one (1) on each bottom corner. Additional eyelets should be placed on approximate 3-foot centers along the top/bottom of the banner.
13. The length of the banner can be a maximum of 32 feet (Parks & Recreation Building) or 10 feet (Erdmann Plaza) with nylon ropes 15 feet long on all four corners. If a smaller banner is decided upon, the difference from the maximum 34 feet should be divided equally and added to the rope's 15-foot length on the corners.
14. A minimum of six (6) air/wind holds which can be half circle cuts or vertical slits, a minimum of 10" long. All air/winds holes should be sewn to add strength and prevent tearing.
15. **APPLICATIONS SUBMITTED WITHOUT PAYMENT AND INSURANCE CERTIFICATE WILL NOT BE RESERVED IN COMPUTER SYSTEM. IF YOU CANCEL LESS THAN 14 DAYS OF YOUR RESERVATION REQUEST, REFUNDS WILL NOT BE ISSUED (NO EXCEPTIONS).**

CITY OF CASA GRANDE
BANNER PERMIT APPLICATION

(Please Print)

APPLICANT NAME _____ ORGANIZATION _____

ADDRESS _____ CITY/ZIPCODE _____

DAY PHONE _____ HOME PHONE _____

EMAIL ADDRESS: _____

REQUESTED DATES (Maximum of 7 days) _____

REQUESTED LOCATION (Please Circle)

Parks & Recreation Building
(Suggested Dimensions)
3' x 32'

Erdmann Plaza (5 points)
(Suggested Dimensions)
3' x 10'

BANNER MESSAGE (Be Specific)

A Certificate of Insurance in the amount of \$1 million, naming the City of Casa Grande as additional insureds as their interests may appear, is a requirement of this permit and is attached hereto and made part of the application. Such insurance shall be kept in force by the permittee for the term of the permit.

City of Casa Grande
510 E. Florence Boulevard
Casa Grande, AZ 85122

The Holder shall indemnify, defend, and save harmless the State and City of Casa Grande from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorney's fees and/or litigation expenses, which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, profession error, fault, mistake, or negligence of permittee, its employees, agents, or representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this agreement, or arising out of Workers' Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of permittee and/or its subcontractors or claims under similar such laws and obligations. Obligations under this Section shall not extend to any liability caused by the sole negligence of the City, or its employees.

THIS PERMIT IS SUBJECT TO REVIEW BY THE CITY OF CASA GRANDE OF ADMINISTRATION, RISK MANAGEMENT DIVISION.

Applicant Signature: _____ Date: _____

For Department Use Only:

This application is approved with the following directions, requirements, specifications, restrictions: _____

APPROVED BY: _____ Form of Payment: Check # _____ Cash _____

Title: _____ Date: _____ Credit Card _____ Money Order _____

Certificate of Insurance Received: _____