

# MEMO

## CITY OF JACKSONVILLE

**To:** Banner Applicant  
**From:** Angela Watson, City Recorder  
**Subject:** Hanging Banner Across Hwy 238

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### **Banner Packets Need To Have The Following Before Being Turned Into the City For Processing:**

- Check made out to the City of Jacksonville in the amount of \$25.00
- Check made out to Jacksonville Engine Company #1 in the amount of \$175.00
- Banner Packet completely filled out.
- Certificate of Liability for ODOT (Sample Attached)
  - Please make sure the sample certificate matches the certificate of liability from your insurance provider. (Check line by line for accuracy.) If the sample certificate of liability and the certificate of liability from your insurance provider do not match please go back to the insurance provider and make the necessary corrections prior to turning it into the City for processing.
- Certificate of Liability for the City of Jacksonville (Sample Attached)
  - Please make sure the sample certificate matches the certificate of liability from your insurance provider. (Check line by line for accuracy.) If the sample certificate of liability and the certificate of liability from your insurance provider do not match please go back to the insurance provider and make the necessary corrections prior to turning it into the City for processing.
- Please included the banner proof for your banner in the packet. If the banner proof is not included please do not submit to the City for processing until you are able to attach it to the packet.

**We are unable to process any banner application until all documentation is included and correct.**

# California Street Banner Application

All proceeds help provide charitable gifts, educational resources, and equipment for Jacksonville's volunteer and professional firefighters.



City of Jacksonville  
P.O. Box 7 – 206 N. Fifth Street  
Jacksonville, OR. 97530  
(541)899-1231 - [www.jacksonvilleor.us](http://www.jacksonvilleor.us)



## ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_  
Government or Nonprofit Organization? Yes \_\_\_\_ No \_\_\_\_  
Address: City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

## EVENT DETAILS

Name: \_\_\_\_\_  
Date(s): \_\_\_\_\_

## INSTALLATION/REMOVAL

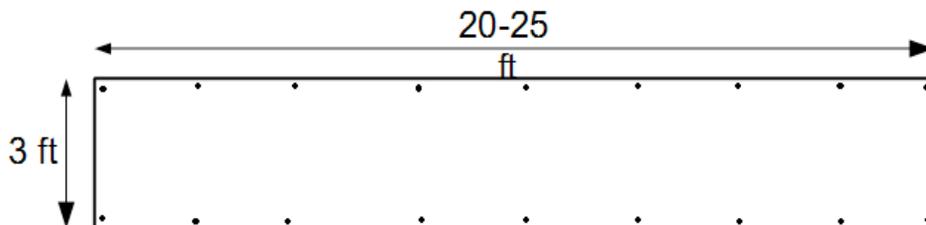
Display Dates Requested from \_\_\_\_\_ to \_\_\_\_\_

## APPLICATION AND INSTALLATION/REMOVAL FEES

**\$25** Application processing fee, payable to: *City of Jacksonville*  
**\$175** Installation/removal fee, payable to: *Jacksonville Engine Company No. 1*

## BANNER SPECIFICATIONS

- 20-25 ft. long x 30-36 in.high.
- Grommets on all corners, top and bottom edges, spaced approximately 2-3 ft. apart.
- Please do not reinforce corners, wind slits are optional.
- Previously hung banners meeting prior specifications are permitted



**Application, all fees, certificate of liability and banner proof must to be submitted to the City Recorder before processing and approval. Please do not drop off banners for proof.**

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**I hereby certify that the banner mentioned in this application meets the following criteria:** (please initial)

- \_\_\_\_\_ A) 36 – 30 inches high; no more than 36, no less than 30 inches high.
- \_\_\_\_\_ B) 20 – 25 feet wide; no less than 20 feet wide.
- \_\_\_\_\_ C) Has grommets on all four corners & 2-3ft intervals along top and bottom.
- \_\_\_\_\_ D) Banner contains no more than the name, logo, date, time and general location of event. *Must not include any advertising, commercial message, brand, product name, or other information about the event such as cost, directions, or contact information.*
- \_\_\_\_\_ E) I have submitted a banner proof to the City Recorder for ODOT approval.

**I further understand and agree:** (please initial)

- \_\_\_\_\_ **Scheduling is only available 6 months in advance on a first come first serve basis.** Hangings are for a two week period running Monday to Monday. Reservation are only valid once fees have been paid.
- \_\_\_\_\_ **To provide banner proof and liability insurance for the City and for ODOT permit.** Proof must be received and any fees paid prior to approval. (See attached sample)
- \_\_\_\_\_ **Banners will be installed/removed on Mondays only.** Jacksonville Engine Co. No. 1 reserves the right to alter installation/removal schedule due to weather, personnel issues, or safety concerns.
- \_\_\_\_\_ **To deliver banner 5 days before the scheduled installation date.** Deliver banners to the Jacksonville Fire Department at 180 North 3<sup>rd</sup> Street Monday-Friday between 8 am - 5 pm.
- \_\_\_\_\_ **To Pick banner up at the Fire Department within 5 days of removal.** Jacksonville Engine Company No. 1 and The City of Jacksonville are not responsible for lost, stolen or unclaimed banners.

**WAIVER, INDEMNIFY, DEFEND AND HOLD HARMLESS**

Applicant waives any and all claims against the City of Jacksonville, Jacksonville Fire Department, and Engine Company No. 1 for damages to the banner(s). Applicant further agrees to hold harmless, defend and indemnify Jacksonville Engine Company No. 1, the Jacksonville Fire Department, the City of Jacksonville, their employees, agents, and representatives from any claims for damages from any cause whatsoever, now and in the future, arising out of the storage, installation, display and removal of the banner(s).

**Organization Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

Date Submitted: \_\_\_\_\_ Application Fee Paid/Check #: \_\_\_\_\_

Date Banner Received: \_\_\_\_\_ Install/Removal Fee Check #: \_\_\_\_\_

Proof of Insurance received: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

ODOT permit submitted date: \_\_\_\_\_

ODOT permit issued: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

City Approved: Yes \_\_\_ No \_\_\_ If not approved reason: \_\_\_\_\_

Date called to pick up banner: \_\_\_\_\_

Date banner was picked up: \_\_\_\_\_



