



**City of Healdsburg**  
**Community Services Department**  
**1557 Healdsburg Avenue**  
**Healdsburg, CA 95448**  
**(707) 431-3301 / Fax (707) 431-2852**

## Application for Hanging Street Banners

**Priority:**

1. City of Healdsburg sponsored events
2. City of Healdsburg co-sponsored events
3. Healdsburg non-profit community events
4. Other Local events

**Banner information:**

1. Banner size: 30" Width X 58" Height
2. Minimum 3" diameter top 'sewn' pole pocket
3. 1 reinforced grommet at each bottom corner
4. Bottom pole pocket with 'weighted rod' or bottom weighted pocket.
5. When approved, drop off banners at Community Services Department: 1557 Healdsburg Ave.

**General Policies:**

1. Banner requests are on first come, first served basis.
2. Banner(s) may stay up for three weeks only. Additional time in one week increments (up to 2 weeks) may be approved if space available for an extra fee.
3. Banner(s) will be installed and removed by City Staff.
4. There is a \$31 per banner fee to hang and remove banners. Fee is due with application.
5. Complete an application and submit to the Community Services Department.

Sponsoring Organization:		
Are you a Healdsburg-based nonprofit organization? <input type="checkbox"/> YES <input type="checkbox"/> NO Please attach a copy of the IRS 501(c)3 exemption.		
Applicant/Contact:	Day Phone:	Cell Phone:
Address:	Fax :	
Email:		
Purpose and nature of the event:		
Date of Installation (requested): 1 <sup>st</sup> Choice: _____ 2 <sup>nd</sup> Choice: _____		Date of Removal (requested): _____
List preferred street locations: (City staff will hang banners based on pole availability.)		Number of Banners: (Maximum 26)
EXACT Wording and Content of Banner: Please attach sketch or copy of proposed artwork and exact text of banner.		

**HOLD HARMLESS**

*I agree to hold harmless the City of Healdsburg, it's Officials, Employees and Agents from and against any and all claims, actions, damages, disabilities, or expenses for any personal injury or loss of property which I may suffer arising from my participation in this activity whether caused in whole or in part by myself, fellow participants or non-participants.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office Use Only**

Banner Fee Paid: _____ Receipt #: _____	Banners received by _____ Date _____	Banners removed by _____ Date _____
Applicant Notified on _____ Initials _____	# of Banners received _____	# of Banners dropped off at HCC _____
Parks staff notified on _____ Initials _____	Banners hung by _____ Date _____	Applicant Notified to pick up _____ Initials _____
	# of Banners hung _____	Banners picked up by _____ Date _____
Approved: Yes ___ No ___ Approval Signature: _____		
Locations to be hung: (See attached map)		