

# Sutter Creek Main Street Banner Regulations & Permit Application

Date of Application: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Exact Wording on Banner: \_\_\_\_\_

Date \$50.00 Fee Received: \_\_\_\_\_ Method of Payment: Check no.: \_\_\_\_\_ Cash \_\_\_\_\_

Banner: Date to be hung: \_\_\_\_\_ Date to be removed: \_\_\_\_\_

**Banners will be hung for approx. 2-3 weeks. (Hanging and removal dates are approximate and subject to availability). PLEASE BE PATIENT AS THIS TASK IS PERFORMED BY VOLUNTEERS.**

**BANNERS** will be no larger than 3 feet by 18 feet. We strongly recommend that wind holes are cut every 4 feet. We suggest advertising on both sides of a single layer banner. Double layer banners are not allowed.

**METAL** eyelets **must** be at least 1 inch in size, spaced every 2 feet across the top, and on all 4 corners.

**EACH** eyelet **must** have a spring link **installed by applicant** (see below) and **NO "D" RINGS ON CORNERS.**

**FEE** is \$50.00, non-refundable, with only non-profit organizations allowed. No political advertisements permitted. Checks payable to: City of Sutter Creek.

**APPLICATION FORMS** are available at: Sutter Creek City Hall and online at [www.suttercreek.org](http://www.suttercreek.org) and [www.cityofsuttercreek.org](http://www.cityofsuttercreek.org).

**BANNERS** not meeting these requirements will be rejected. The City of Sutter Creek assumes no responsibility for lost, stolen or damaged banners.

**PERMIT APPLICATION** and fee payment to be delivered to: Sutter Creek City Hall at least one week prior to date of hanging. Hanging of banners is subject to date availability.

**CONTACT** person will be called when the banner is taken down. It **MUST** be picked up within 3 days.

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

Spring link ring examples are below. Either is acceptable.

