

**CITY OF PACIFIC GROVE – BANNER DISPLAY REQUEST FORM**

This application form must be completed and submitted to the City Manager or designee not less than thirty (30) days prior to the first day of display. Please submit the completed form to [pwdadmin@cityofpg.org](mailto:pwdadmin@cityofpg.org).

<b>Name of Organization</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Contact Representative</b>	
<b>Purpose of Banners</b> <i>(name &amp; date of event)</i>	
<b>Description of Banners</b> <i>(attach a rendering of banner showing proposed colors and text)</i>	
<b>Date Requested for Display</b> <i>(not to exceed 30-day period; banners must be removed within 72 hours following the event)</i>	

**Conditions of Approval**

In accordance with [Pacific Grove City Council Policy 100-11](#), applications approved by the City Manager must comply with the following conditions:

1. Banner size shall not exceed five (5) feet in length or twenty-four (24) inches in width and must accommodate the banner arm and hardware (a minimum of 2 3/8 inches.in diameter).
2. Banners will be accepted for the following organizations, events, and activities in descending order: City events/activities; City co-sponsored events/activities; Events/activities within the city limits of Pacific Grove; Events/activities not within the city limits of Pacific Grove, but which benefit or support the City.
3. Banners shall not display a company logo, trademark, commercial advertising, or political message.
4. A fee established and reflected in the Master Fee Schedule will be charged to recover the cost of installing and removing the banners. (City-sponsored events and non-profit organizations within the City of Pacific Grove are exempt from this fee.)
5. Banners approved for display must be delivered to the Public Works Corporation Yard not less than five (5) working days before the first day of display.
6. The applicant/organization shall hold the City of Pacific Grove harmless from any claim due to theft, vandalism, damage, or loss of banners due to any cause whatsoever while on display.

**I, the above-named organization representative, on behalf of the above-named organization, have read the conditions stated on this Banner Display Request Form and agree to all provisions thereof.**

**Representative** \_\_\_\_\_  
*Signature*

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