



**COMMUNITY DEVELOPMENT**  
**1309 Myrtle Avenue**  
**Enumclaw, WA 98022**  
**(360) 825-3593**  
**Email application to:**  
**permits@ci.enumclaw.wa.us**

**APPLICATION FEE: \$75.00**

## **COMMUNITY BANNER PERMIT APPLICATION**

The City of Enumclaw provides one downtown location for the placement of banners for purpose of promoting community events, which is located on Cole Street, near the intersection of Stevenson Avenue and Cole Street. Placement is reserved on a first come, first serve basis up to one year in advance following approval of a banner permit application. Banners can be placed for up to two weeks. We do not place banners the months of November through March due to weather.

**PLEASE COMPLETE THE FOLLOWING:**

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT BEING PROMOTED \_\_\_\_\_ DATE of EVENT \_\_\_\_\_

REQUESTED START AND END DATES: \_\_\_\_\_

**Please provide the names, addresses, and telephone numbers of three (3) responsible persons, any of which can be contacted at any time during the permitted period in the event a need arises.**

Name	Address	Telephone

Banner installations shall conform to the City's standard requirements (see attached sheet).

Please initial that you have read the requirements: \_\_\_\_\_ date \_\_\_\_\_

Prior to hanging banners they shall be inspected by the shops personnel for conformity with the standard requirements. In the event any permitted banner requires emergency attention by the City, the City will remove the banner. The City assumes no liability, expressed or implied, as a result of granting permission to the applicant for placement of the banner. ***In addition, the City shall not be responsible for any damage caused to banners (weather, mechanical, or otherwise) while in place. In the event of a forecast or actual weather event with the potential to damage a banner, the City may remove the banner and not replace it.***

HOLD HARMLESS AND INDEMNITY AGREEMENT

For and in consideration of the City of Enumclaw entering into an agreement, the applicant shall defend, hold harmless and indemnify the City of Enumclaw, it's elected officials, appointed officials, employees, volunteers, agents and/or consultants harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the applicant or on the applicant's behalf out of approval of this application, except for injuries and damages caused by the sole negligence of the City.

INSURANCE REQUIREMENT FOR COMMUNITY BANNERS

The applicant shall procure and maintain for the duration of the banner placement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the applicant's behalf with the approval of this application. Applicant shall have commercial general liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and the City shall be named as an insured under the applicant's policy. A copy of an endorsement shall be furnished to the City of Enumclaw Community Development Department before the Community Banner Permit can be approved.

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

For Official Use - Do Not Write Below This Line

- Application Fee Paid                      Receipt # \_\_\_\_\_
- Certificate of Insurance

Approved \_\_\_\_\_ Denied \_\_\_\_\_ If Denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_  
Community Development

Banners are normally put up and taken down on Mondays. Please drop the banner off at City Shops, 2041 Railroad Ave, one week prior to installation date on \_\_\_\_\_.

Banner needs to be picked up 2 days after being taken down on \_\_\_\_\_.

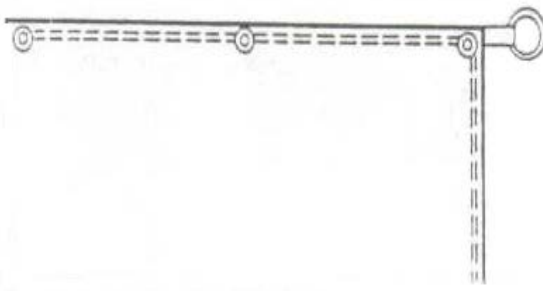
Please call ahead before picking up the banner 360-825-5541.

## MINIMUM REQUIREMENTS FOR COMMUNITY BANNERS

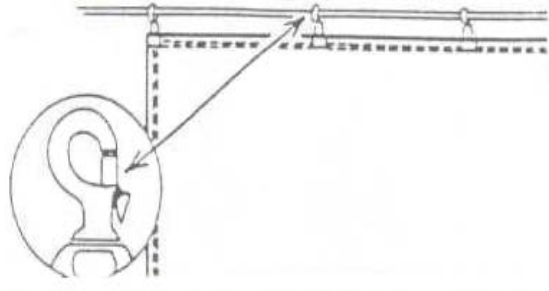
- Banners shall have a height of 3 feet and shall not exceed a width of 20 feet.
- A minimum of 12 wind ports shall be established in all banners.
- Snap hooks shall be included every 3 feet on top and bottom of all banners.
- All banner corners shall be reinforced and hemmed with “O” rings.
- Banners should be constructed of 16 oz. (minimum) vinyl.
- A continuous nylon reinforcement (webbing) should be included the full width of the banner, top and bottom and sewn into banner hems.

The following illustrations are provided to assist in further describing the above requirements:

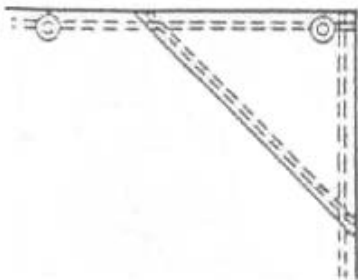
**“O” rings**



**Snap Hooks**



**Reinforced Corners**



**Continuous nylon reinforcement**

