


CITY OF BREMERTON Public Works & Utilities		Banners Across City Streets
POLICY INDEX Public Works 6-10-4	EFFECTIVE DATE: October 16, 2017 REVIEW DATE: March 26, 2021 REVISED DATE: July 19, 2021	APPROVED 

General: The City maintains aerial span wires across streets at two locations for the purpose of supporting community event banners: (1) on 4th Street between Pacific Avenue and Washington Avenue and (2) on Pacific Avenue between 4th and 5th Street. Community events banners are those intended for special events and seasonal celebrations in the City of Bremerton. Banners for private or political purposes are not allowed.

The Banner Install/Removal Fee may be waived for all City-sponsored events, and for events sponsored by non-profit agencies located within the City. Waiver of the fee shall require approval of the Mayor or Director.

Policy:

1. The following steps are necessary for hanging a banner:
 - a. After applying for a special event permit at the Department of Community Development contact the Public Works Customer Response Line at (360-473-5920) to schedule a time to meet with staff to approve the banner content and to coordinate the location and date(s) for which the banner is to be installed and removed.
 - b. Deliver the banner and the permit to the Public Works Complex, 100 Oyster Bay Ave North, at least two weeks in advance of the scheduled installation time. The purpose of advance delivery is to allow for inspection of the banner to ensure it complies with the specification outlined in this policy, and to provide sufficient time for the applicant to have the banner altered. A "Hold Harmless Agreement" must be signed at this time.
 - c. City sponsored events will have priority for banners being hung on the Pacific Ave span wire. For information regarding annual events, contact the Public Works Customer Response Line at (360) 473-5920.

2. Banners are to be hung for a period of no more than two weeks unless otherwise approved by the City.
3. An event may only utilize both span wires if no other event is taking place during that time.
4. Reservations will be accepted beginning January 1st of every year for banners during the same calendar year.
5. Banners will not be moved from one span wire to another during approved dates.
6. If the banner must be removed for safety reasons, the permit holder may repair the banner and request the City re-install. The City reserves the right to reject re-installing the banner due to staffing and time constraints. The City will re-install a repaired banner one-time only.
7. Banners must be promptly picked up from Public Works, 100 Oyster Bay Ave N, within 30 days of being removed.

Specifications:

Banner inspection is encouraged well in advance of the scheduled installation date. Any banner that is deficient will not be installed due to safety reasons.

It is recommended that banners be constructed and prepared for hanging by a professional sign shop that regularly deals with banners. Improperly constructed banners can be hazardous and costly. The City of Bremerton will install banners as a community service and is not responsible for damage to banners for any reason.

1. Banner must be made of 13oz. material or heavier.
2. Banner will be hemmed on all 4 sides (triple stitched).
3. Banner shall not exceed 32 inches in height and should be a minimum of 25 feet and a maximum of 30 feet in length.
4. Banner will be made with #5 (5/8") or larger metal reinforced rings (grommets) installed on all four corners. The top side of the banner will have grommets every 3 feet to allow it to be clipped to the span wire.
5. Adequate sail slits or holes shall be provided in the face of the banner to prevent the banner from whipping during windy periods. There should be

at least (4) semi-circle slits, each slit to be 10 or 12 inches in diameter (15 to 18 inches measured around the half-circle).

6. Banners hung only on approval, after inspection has been made.

Any questions regarding banner installation or specifications can be answered by calling the Public Works Customer Response Line at (360) 473-5920.

Cross Street Banner

Hold Harmless Agreement

(FILL IN NAME OF GROUP/ORGANIZATION/INDIVIDUAL)

agrees to defend, indemnify, and hold the city, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, caused by the group/organization/individuals banner and all related hardware, except for injuries and damages caused by the sole negligence of the city.

(COMPLETE WITH DATE OF EVENT AND LOCATION OF BANNER)

(Applicant's Signature)

Print Name _____

Address: _____

Phone Number: _____

Date Signed: _____