



**APPLICATION FOR COMMUNITY EVENT BANNER**

**NAME, ADDRESS & PHONE NUMBER OF ORGANIZATION:**

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**NAME, ADDRESS, E-MAIL & PHONE NUMBER OF CONTACT PERSON:**

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**EVENT BEING PUBLICIZED:** \_\_\_\_\_

**WEEK REQUESTED:** \_\_\_\_\_

Please indicate in space below exact wording on the banner:

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I, the undersigned, have read all rules pertaining to community event banners (page 2) and understand the City of Oxford reserves the right **NOT** to hang the banner if weather does not permit the use of a ladder truck, if sufficient personnel or equipment is not available or if the banner does not meet City of Oxford specifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return form to John Buchholz, Municipal Building, 15 S. College Ave or e-mail to [jbuchholz@cityofoxford.org](mailto:jbuchholz@cityofoxford.org)



## **RULES FOR COMMUNITY EVENT BANNERS**

### **Banners must meet the following specifications:**

- 1.) Must clearly publicize community event\*.
- 2.) Can stay up no more than seven days. They are usually installed on Monday morning and taken down the following Monday morning.
- 3.) **Must be constructed as follows:**
  - A. Made from 18oz banner material
  - B. Measure 3' x 25' (36" x 300")
  - C. Hemming: Top & Bottom                      Finishing: Stitching
  - D. Webbing: 55 feet of 1" white webbing SEWN into the top and bottom edges.  
Webbing to extend 20' on top and bottom of each corner.
  - E. Grommets: 13 grommets across the top - spaced 24" apart
  - F: Spring Clips: 2½" - 3" heavy duty spring clip attached to each grommet
  - G. At least four vent holes, cut into the face to allow wind to pass through
- 4.) Must be delivered to the City of Oxford, Streets & Maintenance Facility at 945 S. Main Street (513) 523-8412 between 8am & 2:30pm on the Friday before the scheduled installation. They must be picked up within 14 days of removal, or they will be recycled.

*\* A community event shall be defined as any function clearly contributing to the culture, heritage or welfare of the greater Oxford area. Banners that advertise events that are solely commercial in nature shall not be accepted.*

Banner Fee: **\$100** and includes installation and removal. Banners are installed on Monday and removed the next Monday.

Banner requests will not be accepted more than 60 days prior to the event.

**The City Manager shall have discretion regarding the approval of all banners.**