

CITY OF OXFORD

APPLICATION FOR COMMUNITY EVENT BANNER

HIGH STREET & CAMPUS AVENUE

Please read the attached rules before completing form.

NAME, ADDRESS & PHONE NUMBER OF ORGANIZATION:

NAME, ADDRESS & PHONE NUMBER OF CONTACT PERSON:

EVENT BEING PUBLICIZED: _____

WEEK REQUESTED: _____

Please indicate in the space below the exact wording on the banner:

I, the undersigned, have read all rules pertaining to community event banners and do hereby understand that the City reserves the right NOT to hang the banner if weather does not permit the use of the ladder truck, if sufficient manpower or equipment is not available or if the banner does not meet City specifications.

PLEASE NOTE: If payment is not received at the time the application is submitted, the banner WILL NOT be installed.

Date

Signature

Please return this form and your payment to John Buchholz, Municipal Building, 15 S. College Avenue, 524-5201 or fax to 523-7769. The second page should be kept for your reference.

Fee Received: _____

CITY OF OXFORD

RULES FOR COMMUNITY EVENT BANNERS

Banners will be inspected at the City Garage and 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 **heavy duty canvas or vinyl**
 - B. **300 inches (25ft)** wide maximum, 240 inches (20ft) minimum
 - C. **36 inches (3ft)** in height maximum, 24 inches (2ft) in height minimum.
 - D. Include 55 feet of 3/8 inch nylon clothesline **SEWN into the top edge**
 - E. Include 55 feet of 3/8 inch nylon clothesline **SEWN into the bottom edge**
 - F. At least **four vent holes**, cut into the face to allow wind to pass thru
 - G. Have **grommets every 24 inches (2ft) across the top edge**
- 4.) Must have enough heavy duty Spring Clip hooks to fill the grommets (every 24 inches) on the top of the banner. The steel cable is ½ inch in diameter, which these hooks will be attached to. (See image below).
- 5.) 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.*

Effective January 1, 2011, a fee will be assessed for all street banner requests. In accordance with the fee ordinance, the fee will be \$100.00 for single banner installation and removal.

PLEASE NOTE: If payment is not received at the time the application is submitted, the banner WILL NOT be installed.

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.

