

CITY OF BATAVIA BANNER REGULATIONS

Reservations can be made for banner space across Main Street at a designated banner pole system constructed by the City of Batavia by calling the Department of Public Works at (585) 345-6325 or coming to the DPW office at City hall. There is a \$50.00 fee for every week or fraction thereof the banner is displayed. All fees will be paid with the application for each banner displayed. Checks should be made payable to City of Batavia.

Applications for banner displays are approved by the City of Batavia. The City of Batavia reserves the right to decline any applications.

Approved applicants will be required to indemnify the City of Batavia. A copy of the applicant's certificate of insurance with a liability amount of at least \$1,000,000 will be required prior to the display of the applicant's banner. The City of Batavia must be listed as an additional insured.

Banners are displayed for up to two (2) weeks beginning on Monday morning (or Tuesday morning if Monday is a holiday). Reservations for events within the City limits can be made up to six (6) months in advance.

Banners will only be put up from March 1st through October 31st (weather permitting). Please note that banners will come down on or before October 31st. There will be NO EXCEPTIONS.

Example: If Monday of the week you want to reserve is July 1st, then the earliest reservation that can be made is January 1st at 8:00 AM. If January 1st is a holiday or weekend date, the earliest reservation will be taken at 8:00 AM on the day that City hall reopens.

- Only fraternal, charitable, civic or veterans' organizations, or the City of Batavia shall be allowed to display banners. However, an incidental corporate logo shall be permitted by financial sponsors of community-wide public celebrations. Corporate logos must be limited to no more than 10% of the surface area per side of the banner.
- All banners are subject to a consecutive two (2)-week display limit over Main Street. If applicants would like to display a banner beyond the two (2) week period or at another time during the year, another application must be made.
- No commercial, religious or political advertisements will be allowed on banners.
- The banner must be delivered to City Hall and insurance forms furnished at least two (2) weeks in advance of the first day on which the banner is requested to be in place. Failure to do so may result in the loss of time slot to another applicant reservation.
- It is recommended that the applicant apply to the City and receive preliminary approval prior to having a banner made in order to assure that the desired display time is available and that the general banner characteristics are acceptable. However, it should be noted that final approval is dependent on the City's acceptance of the actual banner. If the applicant is not approved, fees already paid will be refunded.

- Due to safety concerns for passing motorists and pedestrians, the City reserves the right to reject the banner if it does not meet the desired specifications or content restrictions.
- The City assumes **NO** liability for lost, stolen, or damaged banners.
- Only city employees are to put up or remove banners. Banners will only be put up or removed during normal City business days.
- **Banners shall be picked up at City Hall no later than ten (10) days after they have been taken down** (the City will **NOT** be liable for the banners after this time).

Banners shall be rectangular in shape.

Banners are to be a minimum of three (3) feet to a maximum of four (4) feet in height with a minimum width of twenty-five (25) feet and a maximum width of up to fifty (50) feet.

Banners must have stainless steel eyelets or D-Rings on the top and on the bottom every two (2) feet. The eyelets are to be one (1) inch from the top and bottom edges.

Banners shall be furnished with one hundred (100) feet of three-eighths (3/8) inch non-stretchable nylon or plastic rope centered and stitched into the top and bottom hems of the banner.

Banners shall be made of netting material which allows for the free flow of air thru the material.

Lettering shall be attached individually. Patches with the dates, logos and times may be added to each side but shall not cover more than twenty (20%) percent of the banner.

City of Batavia
Department of Public Works
One Batavia City Centre
Batavia, NY 14020
Phone: (585) 345-6325
Fax: (585) 345-1385



BANNER PERMIT APPLICATION

Applicant: _____

Type of Organization: ☐ Fraternal ☐ Charitable ☐ Civic ☐ Veteran ☐ City of Batavia
(co-sponsor)

Mailing Address: _____

Telephone Number: _____

E-Mail: _____

Contact Person: _____

Phone Number, if different from above: _____

Requested Dates: From: _____ To: _____

Dimensions of Banner: Length: _____ Height: _____

Banner Material: _____

List any corporate sponsors of the proposed banner: _____

Attach a detailed illustration representing the actual proposed banner display including the wording, placement and size of all graphics and logos.

NOTE: Approval of this permit is contingent upon inspection of banner. If banner has met all requirements and specifications, then final approval will be granted.

This application is in concurrence with the City of Batavia's City Banner Regulations. Please sign below that you are the authorized contact for this application; that you understand and agree to all the terms of the City of Batavia's City Banner Regulations including indemnifying the City of Batavia and providing the City of Batavia with a copy of your certificate of insurance listing the City of Batavia as additional insured.

Hold Harmless Agreement

_____, the organizer / sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia, its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the display of the banner described in this application and sanctioned by the permit issued by the City of Batavia or by any act or omission of _____ (organizer / sponsor), its members, agents employees, volunteers, officers, or directors in relation to the banner display described in this application and sanctioned by the issuance of a special banner permit.

Authorized Signature, Title

Name, Printed or Typed

Date

Please forward this application, certificate of insurance and payment to:

**City of Batavia
Department of Public Works
One Batavia City Centre
Batavia, NY 14020**

FOR CITY USE ONLY

Banner Approved for the above dates: _____
Director of Public Works/City Engineer

Date

Fee Paid: \$ _____

BANNER PERMIT # _____
ORGANIZATION _____

BANNER PERMIT CHECK LIST:

Permit Filled Out Completely

Insurance Provided (with City of Batavia listed as "Additional Insured").

Fee Paid

Detailed illustration of banner attached to permit

Banner in office 2 weeks prior to placement for inspection

Banner meets requirements as stated in regulations