



## APPLICATION FOR INSTALLATION OF A BANNER

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Location** – Indicate locations in order of preference. **Only one** location will be approved.

- a) George Street at Murray Street (City Owned) \_\_\_\_\_
- b) George Street at London Street (PDI Owned) \_\_\_\_\_
- c) George Street at Ware Street (PDI Owned) \_\_\_\_\_

Date From \_\_\_\_\_ To \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

WITNESSETH that in consideration thereof, the above-named Organization hereby covenants and agrees to indemnify and save the Corporation of the City of Peterborough and Peterborough Utilities Services Inc. harmless from any and all claims and demands which may be made or brought against the said Corporation of the City of Peterborough by any person or persons by reason of the installation on the banner.

Dated at Peterborough this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_

### SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signing Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signing Officer

*(To be signed by two signing officers of the Organization)*

Application approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_

\_\_\_\_\_  
City Clerk

## **CITY OF PETERBOROUGH/PETERBOROUGH UTILITIES SERVICES INC. POLICY FOR BANNER INSTALLATION**

The time periods for banners are for two week periods running roughly from the beginning of a month until mid-month, or from mid-month to the end of that month. Banners may only remain in place for a maximum period of two weeks following the date of installation.

Approval for an extension to the two-week period may be granted only by the City Clerk. Organizations must call the City Clerk's Office (705-742-7777 ext. 1820 or ext. 1819) to verify that no other organization has requested the location for the extension period. Requests must then be submitted in writing to the City Clerk no later than 12:00 noon on the Thursday before the banner is scheduled to be taken down.

Due to the large number of applications for banners and the limited number of locations, only one banner for any Organization will be installed at any one time.

1. A flat rate charge of \$325.00 (cheque only) payable to Peterborough Utilities Services Inc. (PUSI) will be levied for the installation and removal of a banner and is must be attached to the application form at the time of submission.
2. **All applications with payment attached must be received at the City Clerk's Office. The application form will not be processed unless the "Hold Harmless" area of the form has been dated and signed correctly.**

If a reservation to hang a banner is made by phone, the cheques and completed application form (with the "Hold Harmless" area filled-out) must be received within two weeks of the request. If nothing is received at that point in time, the reservation will be cancelled.

3. No commercial advertising or commercial message shall be shown on any banner. However, should the banner be sponsored by a commercial enterprise, this may be acknowledged with a small logo or name of business in the lower portion of the banner.
4. An applicant must provide and deliver the banner to the PUSI offices at 1867 Ashburnham Drive. The banner must be suitable for installation and attachment over roadways as specified in the Conditions Of Installation (see Item 7 below).
5. The banner must be of an approved type and must be installed by PUSI.
6. The banner must be picked up at the PUSI offices at 1867 Ashburnham Drive as soon as possible after the banner is removed.

7. Conditions of Installation

- a) Only banners representing education, recreation or charitable organizations will be considered. No banner promoting a commercial enterprise or political party or banners of a controversial nature will be installed.
- b) Banners will be installed at the following locations only:
  - 1. George Street at Murray Street (City Owned)
  - 2. George Street at London Street (PDI Owned)
  - 3. George Street at Ware Street (PDI Owned)

Banners will not under any circumstances be installed in any location where there are traffic control signals.

- c) Banners will be installed only by the staff of PUSI and banners must be of a type approved by PUSI and be of at least 7 mil canvas in thickness with a sufficient number of air vents.
- d) Banners shall be provided with a minimum of 40 ft. of 3/8 inch polypropylene rope attached to each corner of the banner.
- e) As soon as possible after the date on which a banner is to be removed, the Organization should pick up the same at the PUSI offices at 1867 Ashburnham Drive. PUSI will not be responsible in the event of any loss or damage to any banner not picked up within one month after the date it is removed.
- f) Any Organization making application for the installation of a banner shall indemnify and save the Corporation of the City of Peterborough and Peterborough Utilities Services Inc. harmless from any and all claims and demands that may be brought against the said Corporations by any person or persons by reason of the installation or removal of a banner.

Every effort is made to ensure the banner is installed properly and remains in a safe condition during its installation period. The Organization is responsible for any damage or additional cost to remove the banner if it becomes damaged due to circumstances beyond our control such as weather conditions, traffic accidents or structural flaws in the banner. The PUSI shall not be responsible or liable for damages to the banner or to poles or structures caused by banners that are not owned by PUSI.

<p>Please direct all questions regarding banner applications and availability of locations to:</p> <p><b>City Clerks Office: 705-742-7777</b> <b>Ext. 1820 or Ext. 1819</b></p>	<p>Please direct all questions regarding banner specifications and installation to:</p> <p><b>Peterborough Utilities Services</b> <b>Electric Department: 705-748-9300</b></p>
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