



City of Peterborough

Office Use Only	
Date Approved:	
City Clerk:	

Application for Banner Installation

Part A - Organization Information

Name of Organization:			
Mailing Address:			
Contact Person:			
Phone Number (format: 705-742-7777):		Extension:	
Email Address:			

Part B - Banner Details

Indicate the banner location in order of preference. The City will approve only one banner location.

- George Street at Murray Street
- George Street at London Street
- George Street at Ware Street

Banner Installation Year:	
Banner Installation Month & Days:	
Banner Text (or attach banner design):	

Part C - Acknowledgement

The Organization named in Part A 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.

Signing Officer Name 1:		Date:					-						
Signature 1:	X		Y	Y	Y	Y		M	M		D	D	

Signing Officer Name 2:		Date:					-						
Signature 2:	X		Y	Y	Y	Y		M	M		D	D	

Personal information on this form is collected under the authority of the Municipal Act.

For questions about the collection of this information, this application for banner installation and availability of banner locations, contact:

City Clerks Office
City of Peterborough
500 George Street N, Peterborough, Ontario
Telephone: 705-742-7777 extension 1820

For questions about banner specifications and installation, contact:

Peterborough Utility Services Inc.
Electric Department
1867 Ashburnham Drive, Peterborough, Ontario
Telephone: 705-748-9300

Part D - City of Peterborough/Peterborough Utilities Services Inc. Policy for Banner Installation

Banner installation time is a maximum two weeks. Banner installation typically starts at the beginning of the month and removed mid-month, or starts mid-month and removed at the end of the month.

The City Clerk may approve a two-week extension if the existing banner installation is available for the extension period requested. Submit extension requests to the City Clerk no later than 12:00 p.m. on the Thursday before the existing banner installation ends.

The City permits only one banner installation per organization at any one time due to the large number of applications for banners and the limited number of locations.

Every effort is made to ensure a banner is installed properly and remains in a safe condition during its installation period. The Applicant 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 not owned by PUSI.

1. The Banner Application fee is \$325.00. Provide a cheque with the application payable to Peterborough Utilities Services Inc. (PUSI).
2. Submit the Banner Application to the City Clerk's Office. Complete parts A, B and C of the application and submit payment. The City will not accept incomplete applications.

Organizations who submit applications by email must submit a cheque to the City Clerk's Office within two weeks of email submission. The City will not process applications with incomplete payment.

3. No commercial advertising or commercial message shall appear on a banner. Organizations may acknowledge a commercial enterprise sponsor with a small logo or name of business in the lower portion of the banner.
4. Applicants must design and fabricate the banner. The banner must be suitable for installation and attachment over roadways as specified in section D.6. Applicants must deliver the banner to the PUSI office at 1867 Ashburnham Drive, a minimum of one week prior to the installation date.

5. The banner must be of an approved type. PUSI must install all banners.
6. Conditions of Banner Installation
 - a) The City will only approve a banner that represents education, recreation or a charitable organization. The City will not install a banner that promotes a commercial enterprise or political party, or a banner of a controversial nature.

- b) Banners are installed at the following locations only:

1. George Street at Murray Street
2. George Street at London Street
3. George Street at Ware Street

The City will not under any circumstance install a banner in a location where traffic control signals are present.

- c) Banner specifications:

- minimum 7 mm thick canvas
- sufficient number of air vents
- 10 m (32'-10") long by 1 m (3'-4") high
- 3/8" polypropylene rope fed through a pocket at top and bottom of the banner, extending 14 m (46'-0") at each corner in order to fasten properly to attachments.

- d) The Applicant must pick up the banner at the PUSI office at 1867 Ashburnham Drive one week after the banner is removed. A Banner not picked up by the Applicant will be delivered by courier back to the Applicant at their expense. PUSI will not be responsible in the event of any loss or damage to any banner not picked up one week after the date it is removed.

- e) 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.