

City of Nevada City

Policy for Hanging Banners for Special Events

Adopted December 13, 2017

INTRODUCTION

Banners can reach many people when marketing a special event. There are many fabulous events in Nevada City and the desire to notify the public in a very noticeable way. The City has an ordinance that does not allow banners in the historical downtown area, however, the City does want to encourage positive marketing of events within the City. This policy explains where banners can be hung and how event organizers can apply to have a banner hung.

I. BANNER LOCATION

The only location available through the City is on posts that are fixed for banners to hang over Zion St. near Forest Charter School. The Public Works Department will be responsible for hanging all banners at this location.

II. APPLICATION & FEES FOR BANNERS

Organizers of an event that takes place in Nevada City or Nevada County may request to have a banner hung at this City location. The applicant must complete a Banner Request Form (Attachment A) and pay the \$25 application fee. Payment of the processing fee does not guarantee that your banner will be hung and there are no refunds of the application fee for any reason. A \$60 installation fee shall be paid when bringing your banner to the City. If the City is unable to install your banner for any reason, the \$60 installation fee will be returned to you.

III. PROCEDURES

1. Priority: City events will have first priority. Events taking place within City limits have second priority. Events outside of City limits, but within Nevada County have third priority. Banners for events taking place outside of Nevada County will require approval by City Council.
2. Banners will generally hang during the month prior to the event. Public Works will only hang banners once each month. Banners will generally be taken down/hung the first week of each month, as Public Works schedule allows.
3. Approval for having a banner hung does not guarantee that the banner will go up or be there for a full month. It is possible that Public Works will have other priorities. There are no refunds on the application fees if your banner is not hung, but the installation fee will be returned in the case that the banner is never hung.
4. Organizations requesting a banner must provide the banner by the 15th of the month prior to when you want the banner to be hung. (ie: If the event is in November, the banner will hang during October, so it needs to be turned into the City by September 15th.) Banners must be picked up within 2 weeks of being taken down.
5. Banner specifications:

- a. Banners shall be a size and have appropriate lettering that will be readable from a distance.
 - b. It is recommended that banners be 2 sided, so they can be read in both directions.
 - c. Banners should have grommets in the corners and every 12" to assist with hanging.
 - d. Banners shall be made with wind holes for venting so that banners do not tear from the wind.
 - e. Banners shall be made of a durable material so as not to tear or fall from the hanging site.
6. Requests to have a banner hung must be turned in 3 months prior to the event date.



**City of Nevada City
Banner Request Form**

Attachment A

Contact Information

Organization Name: _____

Contact Name: _____

Contact Phone #: _____ Alternate Phone #: _____

Contact Email: _____

Event Information

Event Name: _____

Date of event: _____

Month that you would like to have the banner hanging (generally banners are changed the 1st week of each month): _____

Brief Event Description: _____

Waiver

By signing below, I designate that I have read and understand the Banner Policy. I also understand that I will not be refunded any portion of my payment for any reason.

Signature

Date