



## CITY OF KIRKLAND PARK BANNER PERMIT APPLICATION (Temporary 2010 Program)

Return to:  
Sudie Elkayssi  
City of Kirkland  
505 Market Street, Ste A  
Kirkland, WA 98033

Contact Name:		Phone:	Email:																								
Name of organization:		Non-profit ID:																									
Mailing Address:																											
Event Name:		Date(s) of event:																									
Purpose of Event:		# of Banners:	Banner size: _____' x _____'																								
<b><u>Requested site(s) in order of preference</u></b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Site #</u></th> <th style="text-align: left;"><u>Preference</u></th> <th style="text-align: left;"><u>Address</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>_____</td><td>Brookhaven Park (9911 NE 128<sup>th</sup> St.)</td></tr> <tr><td>2</td><td>_____</td><td>Houghton Beach Park (5811 LWB)</td></tr> <tr><td>3</td><td>_____</td><td>Houghton Neighborhood (10811 NE 47<sup>th</sup> St.)</td></tr> <tr><td>4</td><td>_____</td><td>Peter Kirk Park (202 3<sup>rd</sup> St.)</td></tr> <tr><td>5</td><td>_____</td><td>South Rose Hill Park (12730 NE 72<sup>nd</sup> St.)</td></tr> <tr><td>6</td><td>_____</td><td>Juanita Beach Park (9703 NE Juanita Dr.)</td></tr> <tr><td>7</td><td>_____</td><td>Woodlands Park (9930 124<sup>th</sup> Ave. NE)</td></tr> </tbody> </table>		<u>Site #</u>	<u>Preference</u>	<u>Address</u>	1	_____	Brookhaven Park (9911 NE 128 <sup>th</sup> St.)	2	_____	Houghton Beach Park (5811 LWB)	3	_____	Houghton Neighborhood (10811 NE 47 <sup>th</sup> St.)	4	_____	Peter Kirk Park (202 3 <sup>rd</sup> St.)	5	_____	South Rose Hill Park (12730 NE 72 <sup>nd</sup> St.)	6	_____	Juanita Beach Park (9703 NE Juanita Dr.)	7	_____	Woodlands Park (9930 124 <sup>th</sup> Ave. NE)	<b><u>Banner Maintenance</u></b> (choose one)  _____ City of Kirkland Maintenance _____ Applicant Hired Contractor	
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		<b>Fees</b>																									
		Banner Permit Fee	\$ 25.00																								
		City of Kirkland (\$85.00 ea)	\$																								
		Applicant Contractor	\$ 0.00																								
			<b>Total Due: \$</b>																								
<b>Office Use Only</b>																											
<b>City Install</b>	Banner(s) Up:	Drop Off Date:	Pick Up Date:      Disposal Date:      Submitted to PW:																								
<b>App. Install</b>	Installation Date:	Removal Date:	City Removed:      Disposal Date:      App. Billed:																								
Artwork/Text Approved: YES    N/A		Insurance Received:	Payment Received:																								

**HOLD HARMLESS AGREEMENT:**

The undersigned hereby make application to the City of Kirkland (City) for hanging banners and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant / organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland for any damage arising from the applicant's use of said equipment/hardware. The applicant or his agent has examined and inspected the equipment/hardware for defects and finds them fit and safe for the purpose stated above.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **CITY OF KIRKLAND** **PARK BANNER PERMIT GUIDELINES**

### **Purpose**

The purpose of this program is to allow for the display of public service messages or event announcements promoting community events taking place within City of Kirkland limits, not private commercial advertising, in the form of banners. A permit from the City of Kirkland Parks Department must be obtained prior to hanging a banner in any City park. ***Park sites identified on the application are temporary locations for 2010 and may not be available after December 31, 2010.***

### **Applicants**

Applicants must meet the following criteria:

1. A Kirkland based organization
2. Non-religious or political in nature
3. Non-profit w/ IRS designation
4. City sponsored\*

\* For the purpose of this policy, City sponsored shall be defined as an applicant that meets at least one of the following criteria:

- Receives grant money from the City of Kirkland
- Has a contractual relationship with the City of Kirkland
- Receives in kind services from City of Kirkland staff, or
- The City is a member of permittee's organization

### **Banner Specifications**

Banners shall meet all of the following criteria:

- Text shall reflect a public service message or community event announcement
- Banners must be professionally designed and manufactured or produced by a banner company, not "homemade"
- Banner size must be pre-approved prior to construction
- Banners must have wind load slots
- Banners must have grommets approximately every 3 feet on top and bottom placed  $\frac{1}{2}$ " -  $\frac{3}{4}$ " from center of grommet to finished edge
- No internal ropes
- If the banner has not previously been hung by the City of Kirkland, the artwork must be submitted and approved by the City prior to being hung
- Sponsorship Standards:
  - Logo and business/organization name may be placed on a banner when the business or organization is associated with a City sponsored event as defined in KMC 19.32.040.
  - Logo and business/organization name must be located at the bottom of the banner
  - Logo and business/organization name may take up a boxed area no greater than 15% of the banner size

### **Banner Maintenance Options**

Applicants have the option of requesting either city staff or a private contractor to handle banner installation and removal. If you request:

#### **City Staff**

- **Delivery:** Banner(s) must be delivered to the Maintenance Center, 915 8<sup>th</sup> Street, one week prior to the hanging date. Maintenance Center hours are 6:30am - 3:30pm, Monday-Friday, closed holidays. Late banners will be hung as workload allows.



## **CITY OF KIRKLAND** **PARK BANNER PERMIT GUIDELINES**

- **Pickup:** Banner(s) must be picked up within 2 weeks of the removal date. Any banner not picked up in a timely manner will be recycled on the banner disposal date (see permit).
- **Duration:** 14 days maximum, banners will be hung no more than two weeks in advance of an event and will be removed the first business day following the event.
- **Fee:** The city will install and remove banners at \$85.00 per banner.

### **Private Contractor**

- **Installation:** Banner(s) may be hung on/after the specified installation date, no earlier than noon. Contractors must use plastic zip ties for securing the banner(s); no other tools/supplies may be used.
- **Removal:** Banner(s) must be removed on/before the specified removal date, no later than noon.

Any banner that has not been removed by the specified date/time will be removed by the city. The applicant will be invoiced for the full \$85.00 per banner. Banners not picked up in a timely manner will be recycled.

- **Duration:** 14 days maximum, banners may be hung no more than two weeks in advance of an event and shall be removed the first business day following the event.
- **Insurance:** Applicants making private maintenance arrangements are required to provide the city with a certificate of insurance evidencing:
  - General Liability with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate
  - The City shall be listed as additional insured

### **Reservation Instructions**

- **Reservations:** Will not be taken more than 6 months in advance. Reservation of any one site is limited to no more than one (1) reservation per month by any one group. Kirkland based organizations have priority.
- **Application:** Return a completed application, check made out to the City of Kirkland, certificate of insurance (if using a private contractor) and art/text design (new banners only) to:

Sudie Elkayssi  
City of Kirkland  
505 Market Street, Ste A  
Kirkland, WA 98033

- **Fees:** Include a \$25.00 Banner Permit fee and optional City labor fee of \$85.00 per banner.

Banners hung without a permit will be removed by the City of Kirkland and the responsible party invoiced for the cost of removing the banner(s).