



## CITY OF KIRKLAND STREET BANNER PERMIT APPLICATION

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:  | # of Banners:  |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| Purpose of Event:   |                   |  |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| <p><b><u>Requested site(s) in order of preference</u></b></p> <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>100<sup>th</sup> Ave NE (between NE 126<sup>th</sup> Street &amp; NE 127<sup>th</sup> Street)</td> </tr> <tr> <td>2</td> <td>_____</td> <td>Juanita Drive (between 93<sup>rd</sup> Ave NE &amp; 97<sup>th</sup> Ave NE)</td> </tr> <tr> <td>3</td> <td>_____</td> <td>3<sup>rd</sup> Street (at 11<sup>th</sup> Ave)</td> </tr> <tr> <td>4</td> <td>_____</td> <td>Lake Street (between Kirkland Ave and 2<sup>nd</sup> Ave South)</td> </tr> <tr> <td>5</td> <td>_____</td> <td>State Street (at 5<sup>th</sup> Ave South)</td> </tr> <tr> <td>6</td> <td>_____</td> <td>108<sup>th</sup> Ave NE (near NE 44<sup>th</sup> St)</td> </tr> <tr> <td>7</td> <td>_____</td> <td>116<sup>th</sup> Ave NE (near Bridal Trails State Park Entrance)</td> </tr> <tr> <td>8</td> <td>_____</td> <td>NE 60<sup>th</sup> (East of I405 between 116<sup>th</sup> Ave NE &amp; 120<sup>th</sup> Ave NE)</td> </tr> <tr> <td>9</td> <td>_____</td> <td>NE 70<sup>th</sup> St (East of I405 at NE 70<sup>th</sup> Place &amp; 128<sup>th</sup> Ave NE)</td> </tr> <tr> <td>10</td> <td>_____</td> <td>124th Ave NE (between NE 92<sup>nd</sup> St &amp; NE 97<sup>th</sup> St)</td> </tr> <tr> <td>11</td> <td>_____</td> <td>132<sup>nd</sup> Ave NE (near Lake Washington Voc Tech)</td> </tr> </tbody> </table> |                   |  |                | <u>Site #</u> | <u>Preference</u> | <u>Address</u> | 1 | _____ | 100 <sup>th</sup> Ave NE (between NE 126 <sup>th</sup> Street & NE 127 <sup>th</sup> Street) | 2 | _____ | Juanita Drive (between 93 <sup>rd</sup> Ave NE & 97 <sup>th</sup> Ave NE) | 3 | _____ | 3 <sup>rd</sup> Street (at 11 <sup>th</sup> Ave) | 4 | _____ | Lake Street (between Kirkland Ave and 2 <sup>nd</sup> Ave South) | 5 | _____ | State Street (at 5 <sup>th</sup> Ave South) | 6 | _____ | 108 <sup>th</sup> Ave NE (near NE 44 <sup>th</sup> St) | 7 | _____ | 116 <sup>th</sup> Ave NE (near Bridal Trails State Park Entrance) | 8 | _____ | NE 60 <sup>th</sup> (East of I405 between 116 <sup>th</sup> Ave NE & 120 <sup>th</sup> Ave NE) | 9 | _____ | NE 70 <sup>th</sup> St (East of I405 at NE 70 <sup>th</sup> Place & 128 <sup>th</sup> Ave NE) | 10 | _____ | 124th Ave NE (between NE 92 <sup>nd</sup> St & NE 97 <sup>th</sup> St) | 11 | _____ | 132 <sup>nd</sup> Ave NE (near Lake Washington Voc Tech) |
| <u>Site #</u>   | <u>Preference</u> | <u>Address</u>   |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 1   | _____             | 100 <sup>th</sup> Ave NE (between NE 126 <sup>th</sup> Street & NE 127 <sup>th</sup> Street)   |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 2   | _____             | Juanita Drive (between 93 <sup>rd</sup> Ave NE & 97 <sup>th</sup> Ave NE)                      |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 3   | _____             | 3 <sup>rd</sup> Street (at 11 <sup>th</sup> Ave)   |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 4   | _____             | Lake Street (between Kirkland Ave and 2 <sup>nd</sup> Ave South)                               |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 5   | _____             | State Street (at 5 <sup>th</sup> Ave South)  |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 6   | _____             | 108 <sup>th</sup> Ave NE (near NE 44 <sup>th</sup> St)   |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 7   | _____             | 116 <sup>th</sup> Ave NE (near Bridal Trails State Park Entrance)                              |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 8   | _____             | NE 60 <sup>th</sup> (East of I405 between 116 <sup>th</sup> Ave NE & 120 <sup>th</sup> Ave NE) |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 9   | _____             | NE 70 <sup>th</sup> St (East of I405 at NE 70 <sup>th</sup> Place & 128 <sup>th</sup> Ave NE)  |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 10  | _____             | 124th Ave NE (between NE 92 <sup>nd</sup> St & NE 97 <sup>th</sup> St)                         |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| 11  | _____             | 132 <sup>nd</sup> Ave NE (near Lake Washington Voc Tech)                                       |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| <b>Office Use Only</b>  |                   |  |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| Drop Off Date:  | Banner(s) Up:     | Pick Up Date:  | Disposal Date: |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |
| Artwork/Text Approved: YES    N/A   | Payment Received: | Submitted to PW:   |                |               |                   |                |   |       |  |   |       |   |   |       |  |   |       |  |   |       |   |   |       |  |   |       |   |   |       |  |   |       |   |    |       |  |    |       |  |

**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** **STREET 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 street banners over the public right-of-way in a safe orderly manner. A permit from the City of Kirkland must be obtained prior to hanging a banner over any public right-of-way.

### **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 a permittee who 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:

- Banner text will reflect a public service message or community event announcement
- Banner must maintain minimum clearance of 15 feet above right-of-way surface
- Banner shall be 4' high x 30' wide in size
- All banners must be professionally designed and manufactured or produced by a banner company, not "homemade"
- 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. All four corner grommets must be reinforced so as not to rip.
- No internal ropes
- Banner must be printed on both sides
- 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.

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



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

### **Reservation Instructions**

- **Reservations:** Are made on a first-come, first-served basis and 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.
- **Application:** Return a completed application, a check made out to the City of Kirkland and art/text design (for new banners) to:  
Sudie Elkayssi  
City of Kirkland  
505 Market Street, Ste A  
Kirkland, WA 98033
- **Fees:** Fees due include \$150 Banner Hanging Fee (per banner) plus a \$25 Banner Permit Fee
- **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.
- **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:** 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.