



CITY OF KIRKLAND VERTICAL BANNER PERMIT APPLICATION

Return to:
Sudie Elkayssi
City of Kirkland
123 5th Avenue
Kirkland, WA 98033

Contact Name:	Phone:	Email:
Name of organization:		UBI:
Mailing Address:		
Event Name:	Date(s) of event:	# of Banners:
Purpose of Event:		
REQUESTED SITE(S) (Circle site number(s))		
<u>Central Business District</u> 1. Lake Street & Central Way 2. Lake Street & Park Lane 3. Lake Street & Kirkland Ave 4. Kirkland Avenue @ Heathman Hotel 5. Lake Street & Anthony's Restaurant 6. 148 Lake Street (Calabria Restaurant) 7. 228 Central Way 8. 230 Central Way	<u>Juanita Neighborhood</u> 1. Juanita Dr @ Bayview Condos 2. Juanita Dr @ Juanita Creek Bridge 3. 100 th Ave NE @ Shadow Wood Condos 4. 100 th Ave NE & NE 132 nd St 5. 116 th Way NE @ Park N' Ride 6. NE 124 th St @ Emerson Apts. 7. 98 th Ave NE @ Juanita Bay Boardwalk <u>Totem Lake Neighborhood</u> 1. Totem Lake Blvd & NE 128 th St	<u>Lakeview Neighborhood</u> 1. 425 Lake Street (Sands Condos) 2. 510 Lake Street 3. Lake Street & Brinks Park North 4. Lake Street & Brinks Park South 5. Lake Street & Volleyball Court 6. 5808 Lake Washington Blvd. 7. 5612 Lake Washington Blvd. 8. 5501 Lake Washington Blvd.
FEES DUE		
Permit Fee:	\$25.00	<u>Submit:</u> <ul style="list-style-type: none"> Application Fees Copy of artwork for new banners <p style="color: blue;">Incomplete applications will not be processed.</p>
Installation Fee (1-8 banners):	\$150.00	
Installation Fee (Additional banners \$15.00 each):	\$ _____	
Total Due:	\$ _____	

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
Applicant Signature	Department
Date	Date

Office Use Only		
Drop Off Date:	Disposal Date:	Payment Received
Banner(s) Up:	Artwork/Text Approved: YES N/A	Date:
Pick Up Date:	Submitted to PW:	Total:
		Type:



CITY OF KIRKLAND VERTICAL BANNER PERMIT GUIDELINES

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, in the form of vertical banners over the public right-of-way in a safe orderly manner. A permit must be obtained prior to hanging a banner over any public right-of-way.

General Information

- **Application:** Must be submitted no less than 1 week prior to the requested installation date and will not be accepted more than 6 months in advance. Reservation of any one site is limited to no more than one reservation per calendar month by any one group.
- **Fees:** A non-refundable \$25.00 Permit Fee plus Installation Fees are due at the time of application.
 - Installation Fees
 - \$150.00 = 1 - 8 vertical banners
 - \$15.00 = Each additional banner

Checks should be made payable to City of Kirkland. Credit card payments are accepted in person at the cashier's desk with advance notice.

- **Delivery:** Banner(s) must be delivered to the Maintenance Center, 915 8th Street, the week prior to installation. Maintenance Center hours are 6:30am - 3:30pm, Monday-Friday, closed holidays. Late banners will be installed the following Monday or as workload allows.
- **Duration:** Banners are installed no more than two weeks in advance of an event and are removed the first business day following the event.
- **Pickup:** Banner(s) must be picked up within two weeks of the removal date. Any banner not picked up in a timely manner will be disposed of on the date identified on the permit.

Applicant

Applicant must meet the following criteria:

1. A Kirkland based organization / event.
2. Non-religious or political in nature.
3. *City sponsored.

* For the purpose of this policy, City sponsored shall be defined as an applicant meeting 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.
- The City is a member of applicant's organization.

Banner Specifications

Banners shall meet all of the following criteria:

- Text shall reflect a public service message or community event announcement.
- Shall be professionally designed and manufactured or produced by a banner company, not "homemade".
- Shall be printed on both sides.
- No internal ropes.
- Artwork for new banners must be submitted and approved by the City prior to construction.



CITY OF KIRKLAND VERTICAL BANNER PERMIT GUIDELINES

Banner Specifications continued

- Banner must be exactly 30" wide x 60" long
- Banner must have 2 reinforced grommets; one on top and one on bottom placed approximately 1/2" – 3/4" from center of grommet to finished edge. See graphic at right.
- Both top and bottom pole sleeves must be 2" each and reinforced
- 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.



Note: *Neighborhood Associations, which sponsor vertical banner sites, have reservation priority at those sites from May 1 to October 31 and may request a vertical banner permit of up to six months duration. Neighborhood Associations must submit their applications between November 1 and December 31, after which reservations at those sites will be handled on a first-come, first-serve basis.*