



CITY OF KIRKLAND PARK 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 banners. A permit must be obtained prior to hanging a banner in any City park.

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 is due at the time of application.

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

- **Installation:** Permit Holder may install banner(s) on the specified installation date (typically Mondays), no earlier than 1:00 p.m. Banners shall be secured with plastic zip ties – no other implements or devices may be used.
- **Duration:** Banners may be installed up to two weeks in advance of an event and shall be removed the first business day following the event.
- **Removal:** Permit Holder shall remove banner(s) on or 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 Permit Holder will be billed \$85.00 per banner. Banners not retrieved from the city in a timely manner will be disposed of.

- **Insurance:** Permit Holder shall procure and maintain for the duration of the permit, general liability insurance covering products-completed operations and contractual liability. The city shall be named as an insured on Permit Holder's general liability insurance policy. The general liability insurance shall be written with limits no less than \$1 million each occurrence and \$2 million general aggregate.

Permit Holder shall include all subcontractors as additional insured under its policies and provide the city with the certificates of insurance and endorsements evidencing such insurance or shall furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy upon request. All coverage for subcontractors shall be subject to the same insurance requirements as stated herein for Permit Holder.

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.



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Banner Specifications

Banners shall meet all of the following criteria:

- Text shall reflect a public service message or community event announcement.
- Banner size shall be no larger than 3.5' high x 8' wide.
- Shall be professionally designed and manufactured or produced by a banner company, not "homemade".
- Shall have wind load slots.
- Shall have no less than 3 grommets both on top and bottom placed 1/2" - 3/4" from center of grommet to finished edge. All four corner grommets must be reinforced so as not to rip.
- No internal ropes.
- Artwork for new banners must be submitted and approved by the City prior to construction.
- 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.

Return completed application, permit fee and artwork (new banners only) to:	For more information contact:
City of Kirkland Parks & Community Services Attn: Sudie Elkayssi 123 Fifth Avenue Kirkland, WA 98033	Parks & Community Services Sudie Elkayssi, Special Projects Coordinator (425) 587-3347 selkayssi@kirklandwa.gov www.kirklandwa.gov/specialevents
<p>Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.</p> <p>Title VI: It is the City of Kirkland's policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland's Title VI Program, or to file a complaint with the City of Kirkland contact the City's Title VI Coordinator at 425-587-3011 or TitleVICoordinator@kirklandwa.gov.</p>	