



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 at least thirty days prior to installation and will not be accepted more than six 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:

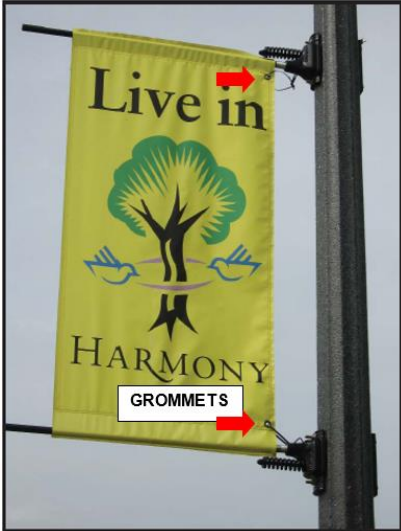
- Text shall reflect a public service message or community event announcement.
- Shall be professionally designed and manufactured or produced by a banner company, not "homemade".
- Shall be printed on both sides.
- No internal ropes.
- Artwork for new banners must be submitted and approved by the City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



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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.



Neighborhood Association Priority

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.

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

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.

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.