



CITY OF KIRKLAND PARK BANNER PROGRAM PERMIT GUIDELINES

Park Banner Program

The purpose of the City's Banner Program is to allow for the display of public service messages relevant to the Kirkland community or promote an event taking place within city of Kirkland limits.

Locations Available

Banners installed on designated park fencing at:

- Brookhaven Park
- Houghton Beach Park
- Houghton Neighborhood Park
- Juanita Beach Park
- Peter Kirk Park
- South Rose Hill Park
- Woodlands Park
- 132nd Square Park

General Information

- **Application:** Applications are accepted up to six months, but no later than two weeks, prior to the requested installation date. Reservation of any one site is limited to no more than one reservation per calendar month by any one group.
- **Fees:** A non-refundable \$50.00 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 window with advance notice.

- **Installation:** Banners may only be installed on specified park fences. Banners shall be installed no earlier than 1:00 p.m. on the approved installation date and 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 must be removed the first business day following an event.
- **Removal:** Permit Holder shall remove banners no later than noon on or before the specified removal date.

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. Any banner not retrieved from the city within four days of removal will be considered abandoned and disposed of without further notice to the applicant.

Banner Specifications

Banners shall meet the following criteria:

Message/Design: Draft artwork must be submitted at the time of application for City review and approval.

- Message shall reflect a public service message relevant to the Kirkland community or promote an event taking place in Kirkland.
- Message must be nonreligious and nonpolitical in nature.
- May not advertise or promote the sale of any product, commodity, or service.
- Sponsor logo or business/organization name may be placed on banner but may take up a boxed area no greater than 15% of the banner size.



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Construction: Banners must have a professional appearance and quality. Applicants are encouraged to have banners manufactured or produced by a banner company. The City may reject banners that are deemed to not meet these standards.

- Shall be no larger than 3.5' high x 8' wide in size.
- Must be constructed of a good grade of canvas or similar material that will not stretch or distort out of shape.
- Must have wind load slots.
- Must have no fewer than three grommets along the top and bottom of the banner placed ½" - ¾" from the center of the grommet to finished edge. All four corner grommets must be reinforced.

The City of Kirkland is not responsible for damage or loss of banners caused by weather, graffiti, theft, vandalism, etc.

Complete and submit the application and draft design online. Mail or deliver the fees to:	For more information contact:
City of Kirkland Parks & Community Services Attn: Special Event Services 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>	