



BANNER INSTALLATION APPLICATION – COMOX AVENUE/HILL

1809 Beaufort Avenue Phone: 250 339-2202
 Comox BC V9M 1R9 Email: town@comox.ca

File: 4510-01

Name of organization:	Registered Non-Profit: <input type="checkbox"/> YES <input type="checkbox"/> NO	Phone:
Name of contact person:		Email:
Days on which banner is requested to be displayed:		
From:	To:	
EXACT wording to be placed on the banner:		
<p>Applicants agree that:</p> <ul style="list-style-type: none"> They will pay the applicable fee as per the Comox Fees and Charges Bylaw No. 2012, as amended from time to time; Council accepts no liability for, or loss of or damage to, the banner at any time whilst it is on display; Council reserves the right to remove banners temporarily or permanently for reasons of public safety or emergency; Liability insurance against third party claims, with inclusive limits of not less than two million dollars (\$2,000,000) and naming the Town of Comox as additional insured, shall be obtained for the duration that the banner is hung, and a copy of the Certificate of Insurance shall be provided to the Town not less than seven (7) days prior to the day on which the banner is to be hung. The insurance shall indemnify and save harmless the Town of Comox and its servants, agents and employees from and against all claims and demands, loss or damages in respect thereof and include a thirty (30) day cancellation clause. Banners shall meet the provisions outlined in Council's Sale of Advertising Policy No. CCL-074 as well as the Banner Specifications on the reverse side of this application form. 		
<p><i>The Town of Comox is committed to protecting your privacy and collects, uses and discloses your personal information in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and other applicable legislation. The personal information you provide on this application is collected by the Town of Comox under the authority of s. 26(c) of the Freedom of Information and Protection of Privacy Act [RSBC 1996 c.165], and will be used for the purpose(s) of administering Banner Installation Applications. By signing this application, you are providing your consent, effective immediately, to the collection, use and disclosure of the information you provide, for the purpose(s) of communicating with you regarding your application and forwarding your application to an external service provider for banner installation and removal purposes. If you have any questions about the collection, use or disclosure of this information, please contact the Corporate Officer at (250) 339-2202 or by e-mail at town@comox.ca.</i></p>		
Signature of Applicant:	Print Name:	Date:
_____	_____	_____

OFFICE USE ONLY		
Dates Available: <input type="checkbox"/> YES <input type="checkbox"/> NO	Insurance Accepted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Town Installed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Banner Approved:	Date:	Cost of banner installation (plus GST):
_____	_____	_____

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GUIDELINES

1. The banner station will be assigned on a "first come, first served" basis. Organizations may reserve space up to six months in advance.
2. When approval has been granted, it is then the responsibility of the applicant to make the necessary arrangements with the Town approved contractor for the installation and removal of the banner.
3. The cost of erecting and removing a banner will be the responsibility of the applicant.
4. No more than one banner will be erected on the banner station at any given time. When more than one banner application is received for the same month, banners shall be erected for a period not to exceed 10 days.
5. Banner Station Advertising Fees: Registered Non-Profit - \$0; Other - \$50/day or \$300/week.
6. For complete list of guidelines, see Council's Sale of Advertising Policy No. CCL-074.

BANNER SPECIFICATIONS

Applicants to supply plan showing dimensions of banner as well as location of vent flaps and grommets, for approval.

1. Materials: #9 vinyl or #10 canvas, sewn at ends and around edges, not heat-sealed
2. Dimensions: 0.6m (2 feet) x 7.5m (25 feet) maximum
3. Vent Flaps: Vent flaps of sufficient size and number to prevent wind damage to the banner and support poles.
4. Grommets: 1/2" inside diameter metal grommets located at a maximum of 24" intervals along topside of perimeter edge; and at all four corners for "tiedown" lines
5. Rope: Minimum 8 feet each of 3/8" polypropylene nylon rope, attached to all 4 corners tied through grommets on banner, as needed to secure each side to banner poles

