



## OUTDOOR BANNER HANGING PERMIT APPLICATION

1. Applications for Banner Permits are accepted at the City of Mountain View Community Services Department, Recreation Division, Senior Center, 266 Escuela Avenue, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, or by mail, 650-903-6446.
2. Only banners which publicize cultural, recreational, social or other special events of interest to the local community are allowed. For the Castro Street location, the event must occur downtown.
3. Banners may be displayed for a two-week period prior to the event date as stated on the banner.
4. Banners must comply with banner specifications which will be provided once an application is approved.
5. Banner application and hanging fee:
  - Mountain View-based nonprofits possessing 501(c) status and whose event is held in Mountain View and sponsored or endorsed by the City of Mountain View – \$202.00
  - Sponsored or cosponsored event by a public or private school located within the City of Mountain View – \$202.00

Note: Fees are per hanging location.

6. Banner applications must be submitted with a sketch reflecting all information to be placed on banner.
7. All banners are installed and removed by City personnel.
8. There are no refunds on banner application and hanging fees.
9. Applications to display banners may be filed up to twelve (12) months but no later than thirty (30) days prior to the scheduled event.
10. A Certificate of Insurance with an endorsement naming the City, its officers, officials, employees and volunteers, as additional insured in a minimum amount of Two Million Dollars (\$2,000,000).
11. Denial or revocation of a permit by the Community Services Department may be appealed by filing a written request with the Community Services Director within five (5) days of the date of the notice of denial or revocation.
12. The City of Mountain View assumes **no** responsibility for damage to banners while they are on display.
13. Applicants must deliver the banner to the **Municipal Operations Center, Administration Building Office, 231 North Whisman Road**, ten (10) working days prior to the installation date. Banners not retrieved from the Parks Division by the applicant or sponsoring agency within fourteen (14) days of removal will be discarded or recycled by the City.

DATE: \_\_\_\_\_

NAME OF PERSON: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

PHONE NO.: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

FAX NO.: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EVENT ADVERTISED: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

REQUESTED DATES FOR BANNER HANGING: \_\_\_\_\_

LOCATION:  CASTRO STREET     EL CAMINO REAL/BAY STREET     EL CAMINO REAL/RENGSTORFF AVENUE

**Office Use Only:**

APP. FEE: \_\_\_\_\_

SKETCH: \_\_\_\_\_

INS.: \_\_\_\_\_

BANNER HANGING FEE: \_\_\_\_\_

CALTRANS APP.: \_\_\_\_\_

CITY APPROVAL: \_\_\_\_\_

**PLEASE ATTACH SKETCH OF BANNER, INCLUDING DIMENSIONS AND MATERIALS USED.**