The City of DEXTER Michigan
OFFICE OF COMMUNITY DEVELOPMENT
8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

MAIN STREET BANNER APPLICATION

Street Banner Permit Specifications and Instructions:

- It is highly recommended that a banner application be submitted at least 4 weeks prior to the requested banner installation dates. Banner schedule is first come, first serve.

- The intent of the banner must be the announcement of a community event for nonprofit/charitable groups including civic groups, such as Chamber of commerce, service clubs, churches, and similar groups. We recommend that you DO NOT purchase banner until the approval process is complete.

- Banner Specification: The banner must be made of non-combustible, opaque material that will not shred. The banner will be 26-feet long by 30-inches high, with a minimum of 22 and a maximum of 28 wind flaps, 7" to 8" in diameter. Banner must be two sided. Grommets will be secured in the top and bottom of a fortified border every two feet apart (14 grommets per top and bottom border 28 total) with 5/16" Spring Snap hooks attached to grommets. Banner maker may not advertise on banner. Banners that so not meet the specifications will not be installed. All banners MUST HAVE WIND FLAPS.

- The permit will be valid for a maximum of 14 days. Banner installation may be reduced to 7 days based on number of requests for the requested dates. Every effort is made to hang the banner on the assigned dates; however, it could be delayed due to inclement weather.

- Dexter Area Chamber of Commerce and Dexter City events and activities will be given priority over all other requests.

- Commercial General Liability (CGL) Certificate of Insurance from the sponsoring organization must be provided with the application. The certificate requirements are as follows:

    - CGL limits equal or greater than $1,000,000 per Occurrence;
    - Listing the City of Dexter, 8140 Main Street, Dexter MI 48130 as Certificate Holders and Additionally Insured;
    - Must state that 10 days advance notice be given of cancellation.

- The sponsoring organization will be required to pay a $200 permit fee, DUE WITH APPLICATION, payable to the City of Dexter, to cover a portion of the cost to install banner.

- The banner must be dropped off at the City Office 8123 Main St. (2nd Floor of the PNC Bank Building.) two (2) days prior to the date it is to be installed and picked up within 24 hours after taken down. The City will not be held responsible for banners not picked up within that time. The City will not provide banner storage.

Organization Name:

Organization Address:

Not-For-Profit ID# (if applicable):

Applicant Name: Phone:

Applicant email:

Banner content, exactly as written on the banner. Please attach a diagram, proof or mock-up.

Specific Date(s) requested (14 day maximum, may vary with schedule):

Priority Week From: To:

Possible Second Week From: To:

Applicant must provide all required information, including Certificate of Liability Insurance, no less than thirty (30) days prior to the dates requested.

Hold Harmless Agreement: To the fullest extent permitted by law, agrees to defend, pay in behalf of, indemnify, and hold harmless the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, against all claims, demands, suits, or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

Applicant Signature	Print Name	Date
Witness Signature	Print Name	Date

Staff Review: Fee: $200.00 Date Received: Receipt #

Approved Denied Reviewed by

Approval Dates: to **Approval Stamp:**