



CITY OF BOWLING GREEN OHIO

Vertical Banner Permit Application Banners on Light Poles *Codified Section 115.02 (B)*

GUIDELINES

Vertical banners should be used primarily as an accessory to the downtown landscape, displaying seasonal themes and messages as authorized by the City of Bowling Green. Limited use of downtown light poles will be approved for the purpose of advertising community events.

Banners shall be constructed in accordance with the specifications outlined in Section 115.02 and shall display no commercial advertising messages (**read *Codified Ordinances* at www.bgohio.org Section 115.02(C)**). The maximum length of display shall be two (2) weeks.

LOCATIONS

Light poles used for Vertical banner installation are indicated by black dots on the attached map. There are 44 total vertical banner locations.

- 1 pole: southwest corner of North Main and Clay
- 1 pole: west side of North Main mid-block between Clay and Oak
- 1 pole: southeast corner of North Main and Oak
- 3 poles: intersection of North Main and Court Street
- 3 poles: intersection of Court Street and Prospect Street
- 4 poles: intersection of Main and Wooster (2 front on Wooster and 2 on Main);
- 4 poles: intersection of South Main and Clough
- 4 poles: intersection of South Main and Washington
- 2 poles: intersection of South Main and Pearl
- 1 pole: east side of South Main mid-block between Pearl and Lehman
- 2 poles: intersection of South Main and Lehman/Ordway
- 2 poles: midpoint of 100 block of West Wooster Street
- 4 poles: intersection of West Wooster and Church
- 2 poles: midpoint of 100 block of East Wooster Street
- 10 poles: East Wooster between Prospect and Railroad tracks

SUBMIT THE FOLLOWING:

1. Completed Vertical Banner Permit form
2. Proof of General Liability Insurance (must accompany permit form {115.02 (E)})
3. Permit and Installation Fee of \$125.00 for the first 4 vertical banners. Each additional banner location is \$5 per banner. Payable to "City of Bowling Green"

Submit all documents to: Office of Municipal Administrator/Safety Director
Third Floor, City Administrative Services Building
304 North Church Street, Bowling Green, OH 43402

Questions about this form or the submission process may be directed to the Municipal Administrator's Office at bgcity@bgohio.org (419) 354-6204.

Excerpts from Chapter 115.02. Full *Codified Ordinance* is available at www.bgohio.org



Permit #: _____
Application Date: _____
Date UP: _____
To be completed by staff

CITY OF BOWLING GREEN OHIO

VERTICAL BANNER PERMIT

Light Pole Banners—Codified Section #115.02 (B)

Vertical banners are available on the pole locations indicated on the attached map, page 2. **Mark on the map which poles you desire banners to be hung by putting an X through the pole location**

Applicant Name: _____ Phone Number: _____

Applicant Address: _____

Applicant Email Address: _____

Organization applicant represents: _____

Banner construction company: _____

Date requesting banners to go UP: _____ Date requesting banners to come DOWN: _____

Banners will go up and come down on the first working day of the week weather permitting and are subject to the banner construction standards set forth in Section 115.02.

Proof of Liability Insurance must accompany permit.

Liability Insurance Received : YES or NO

Permit & Installation Fee: \$125.00 for the first 4 vertical banners. Each additional banner location is \$5 per banner.

First 4 vertical banner locations\$125.00

Additional locations \$5.00 each [_____ x \$5]

Total Amount Due

Amount Paid: _____ Receipt # _____
(Cash or Check Made Payable to "City of Bowling Green")

Your signature below signifies that you have read and understand Bowling Green *Codified Ordinance 115.02(B)* and will abide by all requirements listed.

Banners are to be delivered to the Municipal Administrator’s Office 72 hours prior to the date they are requested for hanging and MUST be picked up within 48 hours after removal. The City will NOT take responsibility for banner storage. Banners not picked up are subject to discard.

_____ agrees to indemnify, defend and hold the City of Bowling Green and its officials, employees, volunteers, Board, and Commission members harmless from and against any and all actual or alleged demands, claims, damages, losses and expenses (whether caused in whole or in part by a party indemnified hereunder) related to a horizontal banner in conjunction with this application excepting only the sole negligence of the City of Bowling Green.

This indemnity, defense and hold harmless includes but is not limited to: injury to and other claims by advertiser and/or its subcontractors, vendors, suppliers, etc. and claims from all their respective employees, agents, relatives and estates; injury to third parties; damage to and/or loss of use of tangible property; errors or omissions including false or improper advertising; damage to and loss of use of City property; claims by City employees, their relatives or estates; attorney fees and other defense expenses arising out of or related to this banner application.

It is understood and agreed that the insurance requirements for the permit may not be adequate to fully protect the applicant. Any such insurance shortage will be the personal obligation of the applicant and/or its officers and officials.

Signature of Applicant

Banner Permit Approved: _____

Safety Director

Date



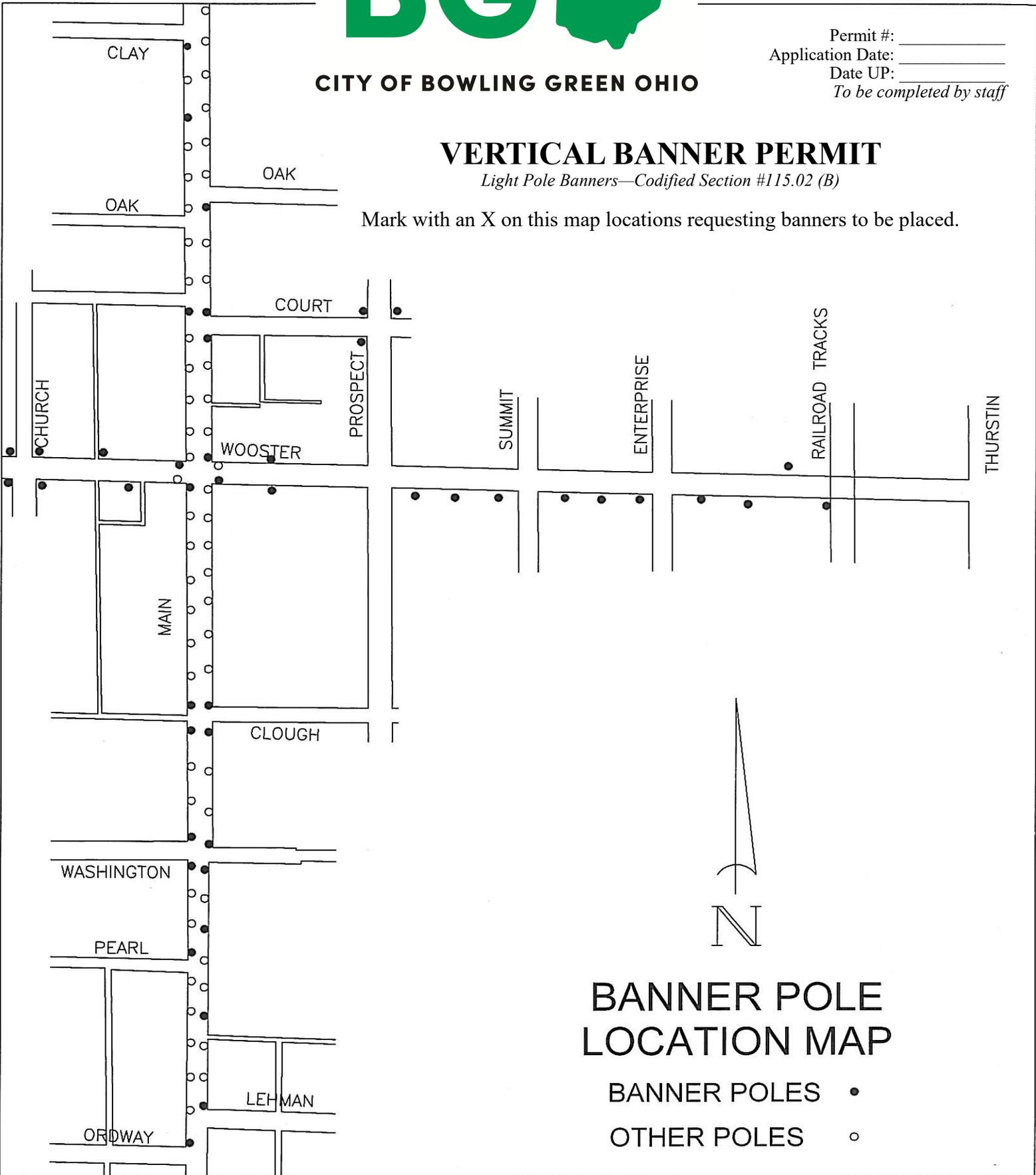
CITY OF BOWLING GREEN OHIO

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VERTICAL BANNER PERMIT

Light Pole Banners—Codified Section #115.02 (B)

Mark with an X on this map locations requesting banners to be placed.



**BANNER POLE
LOCATION MAP**

- BANNER POLES •
- OTHER POLES ○