

Town of Yountville Temporary Banners Guidelines & Application

The following guidelines apply to all Temporary Banner Applications. The Town of Yountville requires anyone wishing to display a temporary banner on Town property to receive prior authorization from the Town.

DESCRIPTION: A temporary banner is a sign constructed of pliable materials such as canvas, fabric, vinyl, plastic or similar materials which will withstand exposure to wind and rain without significant deterioration, and which does not require a building permit for its construction or installation outdoors.

REQUESTS TO DISPLAY BANNERS: Applications to display banners may be obtained from the Town of Yountville, Parks & Recreation Services Department at 6516 Washington Street or on the Town's website (www.townofyountville.com), and should be submitted to the Parks & Recreation Services Department.

APPLICATIONS: Applications will be considered no earlier than one year prior to the first day in which the display is desired. The completed application must be submitted no later than thirty (30) days prior to the first requested display date. A draft mock-up of the proposed banner must be attached to the application.

Applications are to be completed by a representative who can sign on behalf of the organization. Incomplete application packets will not be considered. A completed application packet should be submitted to the Parks & Recreation Services Department at the following address:

**Town of Yountville
Parks and Recreation Services Department
6516 Washington Street
Yountville, CA 94599
Phone: 707-944-8712
Fax: 707-944-1596**

LENGTH OF DISPLAY: Generally, organizations may display banners for no longer than thirty (30) days. However, the Town Manager may extend the length of time by up to 14 days if no other requests for banner displays in the same location have been approved.

MAXIMUM NUMBER OF BANNERS: Up to two banners /organization may be displayed at any one time.

INSTALLATION & REMOVAL: The Town's Public Works staff will install and remove all banners.

BANNER LOCATIONS: Banners may be located at the following sites:

- Yountville Community Center (in planter area at Washington Street)
- Yountville Post office, front side
- California Drive & Northbound Highway 29 exit, on fence facing south
- California Drive (south side) near Washington Street on fence enclosure facing north

MAINTENANCE OF BANNERS: Problems with banners on display will be reported to permit holders. Corrective action shall be made within 24 hours of notification. Town staff will take corrective action if it is within their capability and there is no direct cost associated. The Town of Yountville reserves the right to immediately remove banners and/or revoke permits if any hazard is created.

BANNER DIMENSIONS: All banners must be 8' x 3' in size.

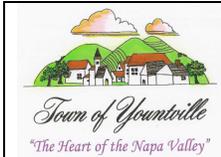
CONTENT & DESIGN: The banner must promote community events only. All banners shall be non-offensive in the use of language, pictures and symbols.

ELIGIBILITY: Yountville non-profit organizations.

CONDITIONS: Town Manager or designee may impose such conditions as may be appropriate or necessary in order to protect the public peace and safety in regard to the banner display.

REVOCACTION OF PERMIT: Any permit granted pursuant to this section shall be revocable at any time by the Town Manager for good cause.

DISCLAIMER: The Town of Yountville does not assume responsibility for damage to banners.



Town of Yountville Temporary Banner Application

Organization Name: _____ Application Date: _____

Address: _____

Applicant Phone-Office: _____ Home: _____ Cell: _____

PRIMARY CONTACT

Name: _____ Title: _____

Address: _____

Phone-Office: _____ Home: _____ Cell: _____

Name/Location of Event: _____

Event Date(s): _____

How many banners does your organization wish to display (up to 2 are permitted at any one time) _____

Locations	#	*Start Date	*End Date
Yountville Community Center (in planter area at Washington Street)			
Yountville Post office, front side			
California Drive & Northbound Highway 29 exit, on fence facing south			
California Drive (south side) near Washington Street on fence enclosure facing north			

*Note: Up to 30 days permitted

As part of the application process, please attach draft mock-up of proposed banner including all language and graphics proposed for banner. We advise you to not order your banner until your banner permit has been approved and scheduled.

As an authorized representative of the above-listed organization, I agree to comply with all applicable laws and guidelines. Town Manager or designee shall be authorized to immediately revoke the rights and privileges conferred by banner approved, in whole or in part, in his or her absolute discretion, for reasons related to, among other things: 1) preserving health and safety; or 2) for the breach of any term or condition of this permit.

By signing this I am certifying that I have read and understand the Temporary Banner Guidelines that accompany this application and agree to the policies and procedures. We agree to indemnify and hold harmless the Town of Yountville, its officers, agents, and employees from any and all claims, damages or suits that may arise or in any way be occasioned by the approval of this banner or the installation or removal of banners.

APPLICANT'S SIGNATURE

DATE