

SPECIAL EVENT BANNER DISPLAY ADMINISTRATIVE RULES  
AND  
PERMIT REQUEST FORM

Due to the safety, liability, and costs involved with displaying special event banners over the Anthony Wayne Trail, no banners will be installed or displayed over traffic lanes. Maumee however allows special event banners to be displayed on the fence line of the parking lot (the "Theater Lot") located at the South East quadrant of the intersection of the Anthony Wayne Trail and Conant Street on the Anthony Wayne Trail side under the following conditions.

1. All requests must be filled out, signed, and be accompanied with a check for \$50.00 made payable to the City of Maumee.
2. Banners will only be allowed to be displayed at this location provided that the requesting agency is a Maumee based, not-for-profit or governmental agency.
3. Detailed information pursuant to the request must accompany this form. City reserves the right to request additional information from an applicant in connection with a banner request. This may include a certificate of insurance, among other things.
4. Only one banner per agency, per year, will be allowed to be displayed.
5. Applicant is responsible for the production and / or modification costs required to satisfactorily display said banner as determined by the City.
6. A permit must be issued by Safety Director prior to display of a banner. The Safety Director may authorize alternate displays for community events in which the City is a participating or sponsoring party.
7. Banners will be hung by the City as space and time permits.
8. Banners will not be displayed earlier than three (3) weeks prior to the event.
9. Banners shall not exceed the following maximum size: 16 feet long by 40 inches high with grommet holes at each corner and with 1 per every 3 feet of material between each corner. For smaller or custom banners, contact the Service Department.
10. City of Maumee will hang banners but will not be responsible for any damage.
11. Banners shall be delivered to the Service Dept. at 400 Conant Street.
12. Banners not picked up from the Service Department after two weeks from event may be discarded.
13. City reserves the right to discontinue this program at any time. Permit approval is granted only for the specific period authorized and shall not be construed as an approval for future years or events.

I \_\_\_\_\_ (contact) applying for a banner permit on behalf of \_\_\_\_\_ (event) have read the Special Event Banner Display Policy and understand and agree to its terms relative to requesting this permit.

Dates of event: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Contact phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date