



Downtown Development Authority Temporary Gateway Banner Application

Application Fee: \$50
Deposit \$50
Payable Online at: douglasmigov

The Village of Friendliness - Since 1870

Application Checklist

- A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
- Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (*Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.*)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: April Gundy Organization: Saugatuck Douglas CVB
 Phone Number: 231-878-8506 Email Address: eventssaugatuckdouglas events@gmail
 Address/PO Box: PO Box 28 City: Saugatuck State: MI Zip: 49453

Banner Information:

Banner Location: Center Street and BSH Main Street and BSH
 Event Name: 4th of July Event Dates: July 3 & 4 2026
 Banner Dimensions: 23 x 95 Dates of event banner is promoting: June 26 - July 4

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

This banner will promote 4th of July activities including the July 3 Firework show.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

April Gundy
Signature of Applicant

3-12-2026
Date