



## Downtown Development Authority Temporary Gateway Banner Application

Application Fee \$50 + \$50 Deposit  
Payable Online Option at: [tinyurl.com/PayItOnline](http://tinyurl.com/PayItOnline)

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: JOHN THOMAS Organization: Art in Douglas  
Phone Number: 616-836-0272 Email Address: JTMIXEDUP@AOL.COM  
Address / PO Box: P.O. Box 521 City: Douglas State: MI Zip: 49406

### Banner Information:

Event Name: Art in Douglas Event Dates: Nov. 9, Dec. 13  
Banner Dimensions: 24 x 90 Dates of event banner is promoting: Nov. 9, Dec. 13

### 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).

The art in Douglas events are longstanding group gallery open houses, drawing approx 300+ people and benefiting all of the businesses on Center St.

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.

John Thomas  
Signature of Applicant

10/6/25  
Date

# DOUGLAS DOWNTOWN



**ART**  
in  
**DOUGLAS**

**THIS  
SATURDAY**  
GALLERIES  
BOUTIQUES  
DINING

