



Parks & Recreation Department
 312 W. Whitewater Street, P.O. Box 178
 Whitewater, Wisconsin 53190
www.wwparks.org
 Telephone: (262)473-0520

Name of Group: _____

Contact Person: _____

Address: _____

Email Address: _____

Phone Number: _____

Exact wording on the banner:

(Banners promoting or advertising alcohol, tobacco products, and business promotions are ineligible for banner placement) _____

Date banner is to be put up: _____ (Monday's)

Date banner is to be taken down: _____ (Monday's)

Your event date: _____

Are you renting a City banner? _____ Yes _____ No

Indicate preferred location by rating the following locations 1 and 2"

UW Whitewater _____

Downtown Whitewater _____

I have read and understand the Banner policy and required fees (reverse page) relating to this request. I agree to follow all stated policies and instructions given.

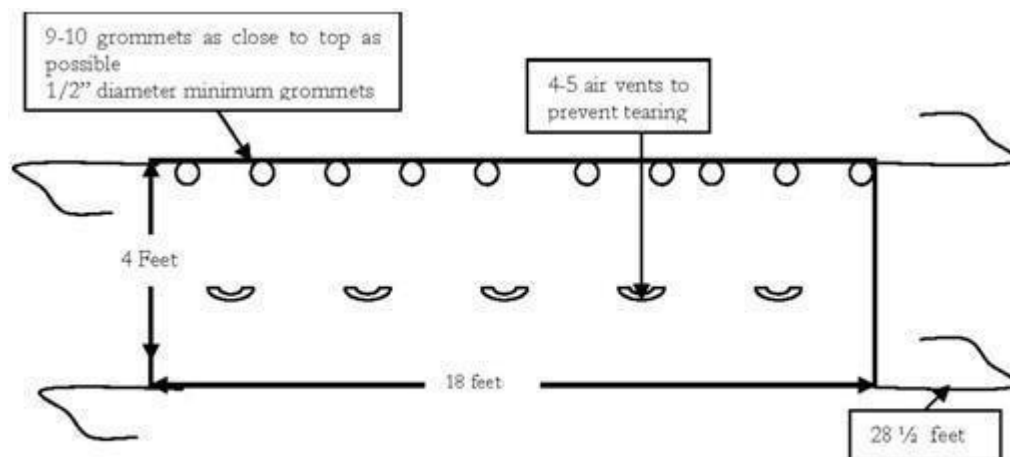
Signature of Responsible Party: _____ Date: _____

Rental Fee: _____ \$75.00 Banner Fee _____ \$40.00 2nd Week Fee
 _____ \$60.00 City Banner Rental Fee

Office Use Only		
Amount Paid: _____	Date Paid: _____	Initials: _____
Approved by: _____		

BANNER REQUEST FORM PROCEDURE

- Banner requests are considered on a first-come-first-served basis. Payment must be made at the time of reservation. No reservation is considered to be valid until payment is made in full.
- Banner fees are non-refundable
- Banners must be of a general community concern and non-profit in nature. We will not hang banners with messages or sponsors involving: political campaigns, business promotion, tobacco and/or alcohol products.
- There are two banner locations on Main Street. Request for preferred hanging site will be considered based on availability and is not guaranteed.
- Banners will hang for 7-14 days (from a Monday to a Monday). Please have your banner delivered to the City Garage no later than the Friday before it is scheduled to hang on Main Street.
- Banners can be picked up and dropped off at the City Garage, 303 N. Fremont Street. Please call (262)473-0542 to confirm pickup. The garage is staffed 7am – 12 Noon and 1:00 -3:00pm Monday – Thursday and 7am -10am on Friday. If you supply your own banner, please pick it up within 2 weeks after it was hanging on Main Street.
- The City has banners available to rent. These banners will be rented for 3-4 weeks: 2 weeks to paint, and 1-2 weeks to have the banner hung over main street.
 - The renter is responsible for painting over the previous message (using white outdoor latex paint) and then painting their own message on the banner (using outdoor latex paint). Please be sure to paint both sides of the banner with your message. Be sure that the banner is orientated correctly so that the top is the same on both sides.
- Fees are as follows:
 - \$75 hanging fee
 - \$40.00 second week fee
 - \$60.00 City Banner Rental Fee.
- Banners that do not meet the following criteria, may not be installed at the discretion of the Streets Department Supervisor.
 - Banner must be constructed of heavy-duty vinyl
 - Banner must have wind slits cut
 - Banner must be sewn on all edges
 - Banner must have grommets installed across the top and in all 4 corners
 - 5/16" steel carabiner type clips must be supplied and installed by renter for all top grommets.
 - 3/8" rope must be supplied 50' for the top and 50' for the bottom.
- The City is not responsible for any damages caused to banners by wind or any other cause. Any banners that become damaged or are unsightly will be removed and not-reinstalled.



- Banner should be 18 x 4 feet and made of heavy canvas material.