



Street Banner Application Form

Event Name:													
Event Date :	Event Location:												
Applicant Name:													
Applicant Address :													
Applicant Phone:	Applicant Email:												
Applicant's Organization:													
Beginning Banner Display Date:													
Ending Banner Display Date (max display time of 30 days):													
Proposed Location of Banners: Please indicate your preference 1-3, with 1 being your first choice.													
<ul style="list-style-type: none">• Las Tunas @ Mission Dr.• Las Tunas @ Santa Anita• Las Tunas @ San Marino• San Gabriel @ Broadway	<table border="1"><tr><td><input type="checkbox"/></td><td>• Las Tunas @ St. Francis</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/></td><td>• Las Tunas @ Del Mar</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/></td><td>• Las Tunas @ Bridge</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td></tr></table>	<input type="checkbox"/>	• Las Tunas @ St. Francis	<input type="checkbox"/>	<input type="checkbox"/>	• Las Tunas @ Del Mar	<input type="checkbox"/>	<input type="checkbox"/>	• Las Tunas @ Bridge	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	• Las Tunas @ St. Francis	<input type="checkbox"/>											
<input type="checkbox"/>	• Las Tunas @ Del Mar	<input type="checkbox"/>											
<input type="checkbox"/>	• Las Tunas @ Bridge	<input type="checkbox"/>											
<input type="checkbox"/>		<input type="checkbox"/>											
Proposed Banner Content:													
Applicant Signature: _____ Date: _____													
Section to be completed by Staff:													
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved													
Signature: _____ Date: _____													

- (A) Permits required. No person shall hang or suspend any banner, flag, pennant, or other street decoration over and above any street or other public thoroughfare, or cause the same to be done, unless permission to do so has first been obtained as an agenda item by the City Council. Such permission shall not be granted for commercial advertising and shall be confined to the advertising of patriotic or seasonal celebrations, fiestas, conventions, public or civic events, or other activities not of a commercial nature.
- (B) Bonds/insurance. The Council may require a reasonable bond and/or policy of public liability insurance to protect the city and its officers and employees from liability connected with the display of the banner and to ensure its timely removal.
- (C) Time permitted to be displayed. Such banner, pennant, flag or other street decoration shall not be displayed more than 30 days prior to the commencement of the event or activity for which it is displayed and shall be removed within 45 days after the date of initial display.
- (D) Height. Such banner, flag, pennant, or other street decoration shall be safely suspended not less than 16 feet above a street or public thoroughfare.
- (E) Recurring events. Proposed banners, advertising recurring community events that have been previously approved by the City Council may be re-authorized by staff so long as the event and proposed posting are substantially similar to that authorized previously by the City Council.
- (F) These requirements shall not apply to official banners of the city and its departments. (Ord. 482-C.S., passed 2-17-98)

STREET BANNER CONDITIONS

1. San Gabriel Municipal Code requires City Council approval to display any banner, flag, pennant, or other street decoration over any street in the city. Detailed requests must be submitted in writing to the Public Works office at least two (2) Fridays before the City Council meeting that the applicant wishes the request to be considered.
2. Banner(s) are to be displayed not more than thirty (30) days prior to the commencement of the event or activity for which it is being displayed.
3. **Banner(s) size shall be 3 ½ feet tall x 20-30 feet long.**
4. **Cable snaps (i.e. grommet holes) shall be installed the length of the banner on both the top and bottom edges. Spacing shall be 2 feet on center.**
5. **Banner(s) must be made of tear resistant 18-ounces reinforced web vinyl material with air vents spaced 6 feet on center. All lengths of the banner, including corners, shall be double-stitched and reinforced.**
6. **Banner(s) must be double-sided.**
7. All banners are to be clean, neat, and in good condition. Banner(s) which are dirty, obviously patched, have been frequently repaired or are in need of repair may be rejected by the Public Works Department or returned after posting with instructions to replace the banner.
8. Banner(s) are posted by the Public Works Department. The banner must be delivered to the **Public Works Department office at 917 E. Grand Avenue San Gabriel, CA 91776**. Please call the Public Works Department at (626) 308-2825 to arrange for drop-off and pickup of your banner.
9. Banners must be picked up from the Public Works Department office within 7 days after being removed otherwise they will be discarded.
10. The City Council approves a banner request once. Each time thereafter Council approval is not necessary for the same banner, however, a Street Banner Application is required per each request.