



VILLAGE OF DEXTER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Date Received: _____

Receipt #: _____

FEE: \$200.00

APPLICATION REQUEST FOR MAIN STREET BANNER

Street Banner Permit Specifications and Instructions:

1. It is highly recommended that a banner application be submitted at least 4 weeks prior to the requested banner installation dates. Banner schedule is first come, first serve.
2. The intent of the banner must be the announcement of a community event for nonprofit/charitable groups including civic groups, such as Chamber of commerce, service clubs, churches, and similar groups. **We recommend that you DO NOT purchase banner until the approval process is complete.**
3. **Banner Specification: The banner must be made of non-combustible, opaque material that will not shred. The banner will be 26-feet long by 30-inches high, with a minimum of 22 and a maximum of 28 wind flaps, 7" to 8" in diameter. Banner must be two sided. Grommets will be secured in the top and bottom of a fortified border every two feet apart (14 grommets per top and bottom border 28 total) with 5/16" Spring Snap hooks attached to grommets. Banner maker may not advertise on banner. Banners that do not meet the specifications will not be installed. All banners MUST HAVE WIND FLAPS.**
4. The permit will be valid for a maximum of 14 days. Banners installation may be reduced to 10 days based on number of requests for the requested dates.
5. Dexter Area Chamber of Commerce and Dexter Village events and activities will be given priority over all other requests.
6. Commercial General Liability (CGL) Certificate of Insurance from the sponsoring organization must be provided with the application. The certificate requirements are as follows:
 - CGL limits equal or greater than \$1,000,000 per Occurrence
 - Listing the Village of Dexter, 8140 Main Street, Dexter MI 48130 as Certificate Holders and Additionally Insured.
 - Must state that 10 days advance notice be given of cancellation.
7. The sponsoring organization will be required to pay a \$200 permit fee, DUE WITH APPLICATION, payable to the Village of Dexter, to cover a portion of the cost to install banner.
8. The banner must be dropped off at the Village Office 8123 Main St. (2nd Floor of the PNC Bank Building.) two (2) days prior to the date it is to be installed and picked up within 24 hours after taken down. The Village will not be held responsible for banners not picked up within that time. The Village will not provide banner storage.

HOLD HARMLESS STATEMENT:

To the fullest extent permitted by the law the _____ agrees to defend, pay on behalf of, indemnify, and hold harmless the Member, its elected and appointed officials, employees and volunteers, and others working on behalf of the Member against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Member, by reason for personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arise out of, or is in any way connected or associated with this contract.

Applicant Signature

Print Name

Date

Witness Signature

Print Name

Date

STREET BANNER PERMIT

Name & Address of Organization: _____

Not-For-Profit ID# (if applicable): _____

Contact Individual and Phone #: _____

Email: _____

Banner Content (Exactly as shown on the banner):

(attach diagram/proof/mock-up of banner)

Banner Size (See Requirements above): _____

Specific Date (s) requested (14 day maximum, may vary with schedule):

From: _____ To: _____

Applicant must provide all requirements 30 days prior to dates requested.

- Completed 2-Page Street Banner Permit
- Certificate of Liability Insurance (Specific to requirements, Page 1, Section 6)

-----OFFICE USE ONLY-----

VILLAGE OF DEXTER APPROVAL:

BANNER DATES SCHEDULED: From: _____ To: _____

APPROVAL DATE: _____

APPROVAL STAMP

APPROVED BY: _____