



## City of Rifle Banner Permit

The City of Rifle provides space for banners across, South Railroad, North Railroad, East 3<sup>rd</sup> and West 3<sup>rd</sup> streets, with the intent of advertising community events for Non-Profit organizations, Community Events and any City sponsored event or announcement including Rifle Branding. Spaces are reserved on a first come, first serve basis.

### **Requirements:**

Banner shall be hemmed and reinforced on all sides. Any banner that is not in compliance with the City Banner Policy will not be installed.

The City reserves the right to remove any banner at any time if the need arises. The City is not responsible for any damage which occurs to the banner while in the City's possession.

City sponsored and co-sponsored events will take priority over all other events.

One Banner per event may be hung for a maximum of 14 days, with the exception of City sponsored and co-sponsored events and announcements. (Due to Holiday decorating, no banners will be hung from the 3<sup>rd</sup> Friday in November through 1 week after New Year's Day)

Banners will only be hung upon the availability of Operations and Maintenance staff.

The length of time that a banner is to be hung is not guaranteed, and may be shortened at the discretion of the City. Based on his/her judgment as to the best interest of the City, the City Manager may determine which banners are to be given priority and when there are multiple requests for the same period.

All banners should be delivered during regular business hours directly to:

**Rifle Recreation Department**

**202 Railroad Avenue (lower southwest corner of City Hall)**

**Rifle, CO 81650**

**(970) 665-6570**

Any banner not delivered three weeks before scheduled event is subject to an additional \$50.00 charge.

### **Fees:**

\$100.00 for Banners hung across North Railroad or South Railroad Avenue

\$75.00 for Banners hung across West 3<sup>rd</sup> or East 3<sup>rd</sup> Street

Fees are required per banner

No refunds



## City of Rifle Banner Permit

DATE REQUEST SUBMITTED \_\_\_\_\_ By: \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_ OFFICE TELEPHONE \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

Requests the City of Rifle Operations and Maintenance Department to hang a banner at (Circle one):

North Railroad Avenue    South Railroad Avenue    East 3<sup>rd</sup> Street    West 3<sup>rd</sup> Street

From (date): \_\_\_\_\_ To (date): \_\_\_\_\_

Banner must meet specifications as set forth by the City of Rifle.

SIGNATURE OF APPLICANT \_\_\_\_\_

CITY DEPARTMENT APPROVAL \_\_\_\_\_

Contact the Recreation Department at 970-665-6570, before delivering the banner.

Banner Requirements: Banner must be 20' X 36" with grommets every 24" or less.

Please submit narrative/content and design of banner on blank banner below: