

Procedure for Hanging A Banner on Center Street

The City of Deer Park, in an effort to simplify requests for the placement of banners across Center Street, has installed pole for this purpose. There are three (3) locations that banners can be installed:

- Location 1: Center Street at 1st Street (North end of Deer Park)
- Location 2: 2800 Block of Center Street (North end of "P" Street)
- Location 3: Center Street at Carrie Street (South end of Deer Park)

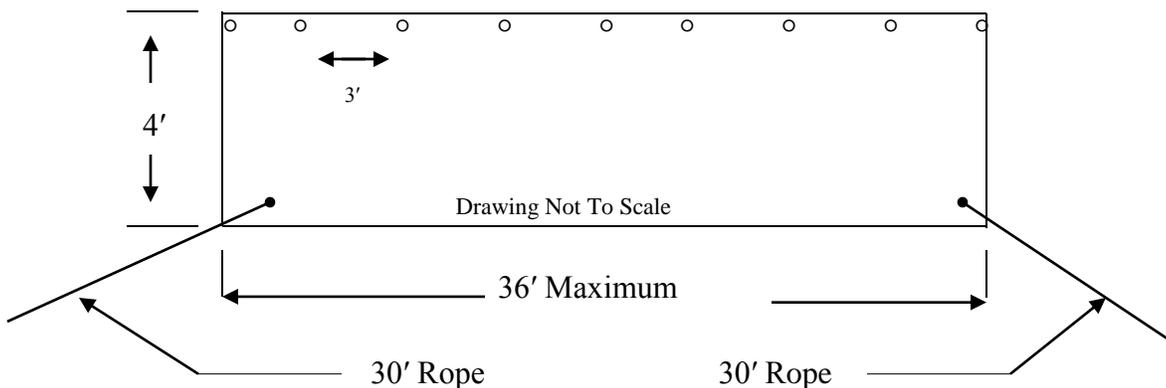
This service is offered to civic groups, community service groups and city functions. This service is not intended for business, private functions, or church related activities.

All banner requests must be made on the attached form and submitted to the Public Works Department no earlier than six (6) months prior to the request date. All approved banners must be delivered to the Public Works Department for installation and you will be responsible for picking up the banner as soon as it is taken down. Banners will not be allowed to be displayed over a 30 day period.

The City of Deer Park does not accept responsibility for damage during installation, removal or while suspended.

Banner Specifications:

Banner MUST BE MADE OF NET MATERIAL (open-meshed fabric, twisted, knotted or woven together at regular intervals) and lettering is not to exceed 40% of total surface area of the banner. Snap rings must be furnished and attached to grommets every three (3) feet on the top of the banner. Two (2) grommets at the bottom corners must have 30 foot ropes attached.



If you have any questions or require additional information please call Public Works Department at 281-478-7270

Application for Hanging a Banner

Sponsoring Organization: _____ \$ 25.00 Fee _____

Purpose of Banner: _____

Exact wording as it will appear on banner: _____

Contact Person: _____ Phone: _____

Date banner to put up: _____ Date banner to be taken down: _____

Note: Time must not exceed 30 days, all banners not picked up within **five (5) days** of removal will be discarded

Please check location (s) desired and the direction that the banner should face:

_____ **Location 1 Center Street at 1st Street (North end of Deer Park)**
Lettering to face: _____North _____South

_____ **Location 2 2800 Block of Center Street**
Lettering to face: _____North _____South

_____ **Location 3 Center Street at Carrie Street (South end of Deer Park)**
Lettering to face: _____North _____South

Applicant Signature: _____ Date: _____

Approval: _____ Date: _____

Signature of approval indicates acceptance of the requested date, time and location of banners to be displayed however, hanging of banner is subject to compliance with attached specifications

Banner taken down on _____

Customer notified on _____ at _____ pm/am

Notified by _____

Picked up by _____
Printed name Signature