

# Banner Application Submission

## Please read this before submitting

- Banners are booked through the Public Works Department on a first-come, first-serve basis. **Booking will not be confirmed until payment has been received.**
- Banners are installed for a period of no more than 14 days.
- In order for the outdoor rigging to accommodate your banner, it must meet the following specifications:
  - Banner Material: Outdoor Vinyl Canvass
  - Banner Material Weight: Minimum 12.5 ounces
- Banners must have no less than 8 feet of rope attached at each corner to ensure proper installation.
- Banners when constructed should be doubled hemmed, reinforced grommets, and reinforced corners.
- Due the nature of the wind along Bridge Street – it is vital that all banners have the appropriate size of slits cut into the banner to permit air movement through the banner.
- Banners must be collected within 14 days after the event from the Town Hall. Uncollected banners will not be stored and will be disposed of accordingly.
- Please ensure **all** of the following forms are completed before submitting your application:
  1. Schedule H – Banner Application
  2. Schedule C – Hold Harmless Agreement
  3. Schedule D – Insurance Certification
- Applications can be submitted in person at the Town Hall (attention to: Sharyl-Anne), or submitted by email to [sandrews@carletonplace.ca](mailto:sandrews@carletonplace.ca)
- Questions? Need more information? Call Sharyl-Anne at 613-257-6208

## THE CORPORATION OF THE TOWN OF CARLETON PLACE

### BANNER INSTALLATION KIT

Banners are regulated in the Town by By-law 42-2003 as amended by By-law 54-2005.

1. That subsection 6.7 of By-law No. 42-2003 be amended to read as follows:
  - 6.7.1 No banner shall be suspended across any public street unless located on the banner posts provided by the Town of Carleton Place on Bridge Street.
  - 6.7.2 Only banners promoting community events shall be permitted on the banner posts provided by the Town of Carleton Place on Bridge St.
  - 6.7.3 Upon receipt of application, the Town shall review the materials the banner is comprised of, the length of time it shall be erected and ensure the Hold Harmless Agreement requirements are met in accordance with subsection 6.15 of this By-law and guidelines for banners shall be as set out in Schedule "G" of this By-Law.
  - 6.7.4 All banners to be installed on the Town's banner posts shall be considered temporary signs and allowed for no more than 14 calendar days of any calendar year; and will be taken down within 3 business days following the event. The permit and installation charge will apply to the approved organization or individual every time a banner is hung and taken down. NOTE: Permit installation charges shall be paid upon issuance of permit. Requests for extensions to the 14 days may be granted. All requests for extensions shall be made in writing and state why an extension is required.
  - 6.7.5 All banners shall be erected and removed by the Town or agent acting on behalf of the Town of Carleton Place or agent acting on behalf of the applicant.

2. Sub-section 6.15 of By-law 65-2008 reads:

**6.15 Hold Harmless Agreement and Liability Coverage**

6.15.1 The owner or person in control of any awning, sign, flag or banner extending into a street or sidewalk more than 0.5 metres beyond the building line shall execute a “Hold Harmless Agreement” indemnifying the municipality against all loss, cost, damage or expense, incurred or sustained by or recovered against the municipality and shall provide certified proof of liability coverage.

6.15.2 The “Hold Harmless Agreement” and the “Insurance Certification” referred to shall be in the form prescribed by Council and as set out in Schedule ‘C’ and Schedule ‘D’ respectively attached to this By-law.

4. Schedule “A” Fees, Subsection, Banners and Flags, Awnings reads;

<b>SIGN TYPE</b>	<b>FEE</b>
BANNERS OR ADVERTISING DEVICES (suspended over the street)	\$100.00 (INSTALLATION FEE)
AWNINGS AND FLAGS (not suspended across the street)	\$50.00 (ADMINISTRATION FEE)

In the event that two applications are submitted at the same time, consideration will be given on a first come basis.

4. Schedule “G” reads as follows:

**SCHEDULE “G”**

**BANNERS AND ADVERTISING DEVICES SUSPENDED OVER STREETS**

- a) The proposal shall be appropriate to the nature of the content, business or event it is advertising;
- b) The proposal shall be appropriate to the heritage and historical character of the Town;

- c) The Committee shall have the right to refuse any application for a banner or advertising device if it is deemed to be not appropriate for its surroundings or the municipality in general.
- d) It shall be no larger than 1.22 m x 10.98 m (4 ft x 36 ft);
- e) No less than 12 ½ ounce vinyl material with slits cut into the fabric to allow air movement through the material;
- f) Applications for banners or advertising devices must be received at least 7 days prior to the individual or organization's desired permit start date; and
- g) Each application shall be complete and the exact wording of the proposed banner be provided for the Committee's review and that Schedule "A" and "H" of the By-law are complete.

**CORPORATION OF THE TOWN OF CARLETON PLACE**

**BANNER APPLICATION**

In accordance with By-law 65-2008 that amends By-law 42-2003, the following information shall be provided to the Banner Review Committee a minimum of 3 days prior to the anticipated erection of the banner. Upon issuance of permit, all fees and charges shall be received.

Please read the attached By-law so that you are fully aware of the requirements and provisions for erecting a banner/advertising device using the posts provided by the Town of Carleton Place.

APPLICANT: \_\_\_\_\_

IS APPLICANT A NON-PROFIT ORGANIZATION? YES  NO

NOTE: Generally permits are only issued to non-profit organizations.

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

**BANNER SPECIFICATIONS:**

Requested Date \_\_\_\_\_

Banner Material \_\_\_\_\_

Banner Dimensions: \_\_\_\_\_ (w) x \_\_\_\_\_ (l) (Measurements in metres or feet)

Banner Weight: \_\_\_\_\_ (Weight in ounces)

Purpose of Banner (i.e. festival, event, fundraising, etc) \_\_\_\_\_

Please attach any specifications or documents that you feel will demonstrate compliance with the requirements.

By providing the above information, you are requesting that the Banner Review Committee review your application for a banner to be erected using Town of Carleton Place posts. By signing below, you are confirming that all information provided to the Banner Review Committee is correct and you are prepared to pay the associated fees and charges related to the banner permit and installation.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

**SCHEDULE 'C'**

**HOLD HARMLESS AGREEMENT**

The undersigned hereby agree to hold and save harmless the Corporation of the Town of Carleton Place, its officer, employees and officials from all claims or cause of action against the Corporation of the Town of Carleton Place, because of injury or damage to property of others arising from the placement of a sign or other property of the undersigned and placed on, into or above property or premises of the Corporation of the Town of Carleton Place.

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

If a Corporation, affix Corporate Seal

**SCHEDULE 'D'**

**INSURANCE CERTIFICATION**

THE UNDERSIGNED hereby certifies that insurance coverage is in full force and effect for the above-named with the (name of Company) \_\_\_\_\_

\_\_\_\_\_ under policy number \_\_\_\_\_ with liability limits not less than \$1,000,000.00 and covering all business premises and operations. Further, that the Corporation of the Town of Carleton Place will be given fifteen (15) days notice of cancellation or non renewal of this policy of insurance and further, that this policy acknowledges the above agreement. A copy of the insurance certification shall be provided by the applicant to the Chief Building Official when submitting an application for a sign permit.

Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_