

# MAIN STREET BANNER REQUEST

Tipp City Clerk of Council  
 260 S. Garber Drive  
 Tipp City, OH 45371  
 937-506-3173  
 937-667-5816 FAX



APPLICANT INFORMATION		
Organization/Sponsor		
Address		
City	State	ZIP
Phone	E-mail Address	
Contact Person		
Is the primary sponsor a governmental entity or nonprofit organization with an office or other documented presence in Tipp City?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The sponsor has provided all documentation that the planned event has received or has applied for all permits that will be necessary to conduct the event, including but not limited to parade permits or leases of space for the event.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the event open to the public?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
EVENT INFORMATION		
Date of Event	Display Dates (14 day maximum)	
Description of Event or Activity		
BANNER SPECIFICATIONS		
Size of Sign (Maximum fifty (50) square feet; maximum length is twenty (20) feet; maximum width is four (4) feet):		
Banner Colors (Limited to three):		
Depiction of Actual Banner		
I agree that the banner will not contain advertisements or identifications for sponsors other than non-profit organizations.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I have received a copy of the banner size and material specifications.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Banners must be delivered to the Electric Department, 230 N. First Street, at least seven (7) days prior to approved display dates. Once the banner is taken down, it must be picked up at the Electric Department within seven (7) days or it will be recycled. The City of Tipp City assumes no responsibility for any damage to banner during installation, display or removal process. All requests will be filled on a first-come, first-served basis.		
Applicant Signature	Date	
Approved By	Date	

**Tipp City Code of Ordinances §154.096**  
**Signs for Community Activities and/or Special Events**

- A. A community activity or special event may be promoted by installing a street banner between the designated light poles within the historic district. An application for placement of a street banner shall be made to the Clerk of Council; applications for eligible organizations shall be granted on a first-come, first-served basis.

Community Activities and Special Events Defined

To be eligible to place a street banner under this section, a community activity or special event must meet all of the following criteria:

- 1. Its primary sponsor must be a governmental entity or a nonprofit organization with an office or other documented presence in Tipp City;
- 2. As part of the application for the permit, the sponsor must provide documentation that the planned event has received or has applied for all permits that will be necessary to conduct the event, including but not limited to parade permits or leases of space for the event;
- 3. The event must be open to the general public.

B. Limitations on Signs

- 1. All banners are a standard size, installed by the city and limited to a maximum of three colors. Specifications for the size and materials of such a banner are available from the office of the Clerk of Council.
- 2. A banner for an activity or event shall be displayed for no more than two weeks prior to and/or including the dates of the event.
- 3. The banner may bear a limited commercial message promoting the event, but it shall not contain advertisements or identifications for sponsors other than non-profit organizations.

Ordinance 27-08; adopted August 4, 2008

**Banner Specifications**

- 1. All banners must have a positive wind release consisting of either large mesh background with solid letters or cut-in release ports.
- 2. Maximum banner size is 50 square feet; maximum length is 20 feet; maximum width is 4 feet.
- 3. Rope to secure the banner must be a minimum of 3/8" diameter polypropylene.
- 4. Any banner that could cause damage to poles or other facilities will not be installed.
- 5. 1" steel eyelets at corners. Reinforced top and bottom of banner.
- 6. Maximum length of display is 14 days.