



Overstreet Banner Application

Parks & Recreation Department 22500 Salamo Rd. #1100 West Linn OR 97068 *503-557-4700 *503-656-4106 FAX

FEE: \$100

Application will start being accepted in January for the calendar year, on a first come first serve basis(except July, Aug. Sept)

All non summer season applications must be received 60 days prior to desire display dates.

Applications for July, August and September are due no later than first business day of April so a prioritized schedule can be developed.

NAME OF APPLICANT: _____

BUSINESS/ORGANIZATION NAME: _____

MAILING ADDRESS: _____ **PHONE:** _____

E-MAIL _____

2nd CONTACT _____ **PHONE** _____

EVENT NAME: _____ **Event Date (s):** _____

_____ **City of West Linn Event**

_____ City Funded Event** or partner Government Agency Event

**City sponsored events are defined as events that received budgeted funds through the City of West Linn budget process or direct support from the City.

BANNER DESCRIPTION

Location: Walling & Highway 43 _____ Willamette Falls Drive @ 12th Street _____

Banner Dimensions: ht. _____ width _____ (maximum allowed is 34 inch height and 24 foot length)

BANNER SCHEDULE

LIMITED TO A MAXIMUM 2 weeks (14 days)

Desired display dates (Normally placed and removed on Monday) _____

In this area, state exactly what your banner will say. To be most effective keep it simple, i.e. event, date, organization or logo.

(Must also submit diagram of banner, on separate sheet)

___ I understand that if I do not pick up banner at Parks & Recreation office within 30 days after the event date the banner will be disposed of.

SIGNATURE OF APPLICANT

DATE

FOR OFFICIAL USE ONLY:

DATE RECEIVED: _____ **BY:** _____ **Date Paid** _____

OUTSIDE APPROVAL PAPERWORK: Submitted _____ Completed _____

Date Scheduled: Highway 43 _____
Willamette Falls Dr & 12th _____

Public Works: Date Banner Placed _____ Date Banner Removed _____

Date banner picked up _____ Date Banner disposed of _____

Overstreet Banner Specifications

- Size--- 33 inches tall X 20 to 24 feet in length (banner not to exceed 36 inches wide including cable attaching carabiners)
- Material--- standard vinyl banner material
- Banner Construction--- re-enforced top and bottom with rope, web straps or rope (rope or straps to be 3 to 4 feet in length) at banner corners for securing banner to cable.
- wind vents required
- Brass grommets every 30 to 36 inches on center along the top and bottom of banner

BANNER DETAIL

