



City of Hamilton 2020 Banner Application Form Hamilton City Hall Banner



Organization: _____

Address: _____

Contact Name: _____ Phone: _____

Email Address: _____

Week Requested (starting with the Monday of that week): _____

Banner Text: _____

** Please note: No advertisements which convey a religious or political message, promote a political party or election candidate, promote tobacco use or substance abuse, present demeaning or derogatory portrayals of individuals or groups or contain anything, which in light of generally prevailing community standards may cause offence will be permitted on City property or publications.*

CONDITIONS AND REQUIREMENTS FOR BANNER INSTALLATIONS

1. All applicants shall pay a \$371.10 fee (includes HST) for the Hamilton City Hall banner location. Cheques are payable to the City of Hamilton. Banner design must be in compliance with the City of Hamilton Commercial Advertising and Sponsorship Policy, June 2008.
2. Once an application is received, staff will review your submission. They will be in touch with you to confirm dates and receive your payment at that time. Bookings are processed once a signed application and full payment in the form of a cheque is received.
3. Maximum duration of banner display is two (2) weeks. One week will be reserved; however, the second week will be subject to requests from other organizations.
4. Banners will be installed and removed on Monday mornings.
5. Applicants must indemnify and save the City of Hamilton harmless from all actions, causes of action, interest, claims, demands, costs, damages, expenses and loss.

6. Not-for-profit and Charitable organizations, Special Event Organizers as well as City Divisions / Departments may apply to have a Banner installed at a Designated Location. Banners will not be installed to advertise products, services or events of a commercial nature at the request of a for-profit business.

7. Applicants must provide proof of liability and property damage insurance of at least \$2,000,000, naming the City of Hamilton as an added insured party. Proof of insurance is required at least two (2) months prior to installation of the banner. Failure to submit proof of insurance shall void reservation.

8. The design and construction of the banner shall conform to the banner specifications found [here](#). Banners will not be erected if they do not conform to the specifications.

9. Applicants must submit a drawing to the Public Works Department showing the subject matter and message content of new banners prior to fabrication.

10. Applicants should contact the Outreach Coordinator at (905) 546-2424 ext. 2934 or operationsupport@hamilton.ca with any questions relating to this application.

11. Applicants must arrange with the coordinator to deliver the Hamilton banner to City Hall 71 Main St. West, one (1) week prior to the installation date.

12. Applicants must recover the Hamilton banner from City Hall after notification from the coordinator that the banner is ready to be picked up. The City will not be responsible for any banner remaining in our possession the week after the banner was installed.

Please sign below and return your application, proof of insurance, and drawing (if applicable) to:

Attn: India Paul
Business Programs
Public Works Department
71 Main Street West
Hamilton, ON L8P 4Y5

Please submit all documentation at least two (2) months prior to your requested display date. This will allow sufficient time to forward your request to Committee and Council if required (first time users only).

Signature: _____ Date: _____