



# GLENDORA AVE. STREET BANNER APPLICATION

**\*BANNERS ARE INSTALLED/REMOVED ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF EACH MONTH\***

NAME OF ORGANIZATION		APPLICANT NAME	
CONTACT INFO			
Street:		State:	Zip:
Email:		Phone:	
BANNER INSTALLATION REQUEST			
How many 30' banners: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			
Event/Program Title:		Event/Program Date:	
Install Date:		Removal Date	
<p><b>*BANNERS ARE INSTALLED/REMOVED ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF EACH MONTH*</b>            Special requests for banner location is not guaranteed.</p>			

READ AND AGREE BELOW:

- Banners will be installed on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month.

Applicant Initial \_\_\_\_\_
- Banner specs.:

  - **SIZE:** Banners must be 4'H x 30'L - NO EXCEPTIONS.
  - **MATERIAL:** Banners must be made of minimum of 13 oz in thickness with 8" wind holes, spaced approximately 5 feet off center.
  - **GROMMETS:** Grommets must be located at each of the four corners and must be reinforced (they are stress points). Grommets need to be placed EVERY 24 INCHES ACROSS THE TOP. Grommets must be ½ inch in diameter.

Applicant Initial \_\_\_\_\_
- Banners must be in good condition, or they will not be hung.

Applicant Initial \_\_\_\_\_
- The above organization/applicant agrees to indemnify and hold harmless R & R Signs, The Community Services Foundation and **the City of Glendora, its officers, employees, and agents** from any claim or judgement, in favor of any person or claim, arising out of the location, installation, maintenance, or removal of banners.

Applicant Initial \_\_\_\_\_
- The Community Services Foundation, City of Glendora and R&R Signs are not responsible for any damage to the banner caused by wind or other weather-related issues.

Applicant Initial \_\_\_\_\_
- The Community Services Foundation reserves the right to leave banners up past the removal date without notice due to unforeseen circumstances.

Applicant Initial \_\_\_\_\_

7. Make check in the amount of **\$100** payable to:  
GLENDORA COMMUNITY SERVICES FOUNDATION and must be delivered with your banner to City Hall, 116 E Foothill Blvd, (626) 914-8228, **12 days** prior to your requested installation date or **16 days** prior if your banner needs a date change.

Applicant Initial \_\_\_\_\_

8. Once completed application and payment is received, you will receive confirmation via email.  
**PAYMENT MUST BE RECEIVED 12 DAYS PRIOR INORDER FOR BANNER TO BE HUNG. FEES ARE NON-REFUNDABLE.**

Applicant Initial \_\_\_\_\_

9. All banners must be picked up within **48 hours** after removal date. The Community Services Foundation, City of Glendora and R&R Signs will not store banners.

Applicant Initial \_\_\_\_\_

10. The Community Services Foundation reserves the right to refuse any banner for any reason.

Applicant Initial \_\_\_\_\_

11. The same banner can be displayed for a maximum of four runs, with each run lasting two weeks. There must be a gap of 6 months between each consecutive run of the same banner.

Applicant Initial \_\_\_\_\_

By signing below, I acknowledge that I have read, understood, and agree to the above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Received By:

Date Received:

Paid: \$

Check #:

\_\_\_\_\_