

**CITY OF THE VILLAGE OF CLARKSTON
375 DEPOT ROAD
CLARKSTON, MI 48346**

PHONE: (248) 625-1559

FAX: (248) 625-3770

JANUARY, 2010

Due to the fact that the requests for hanging banners over South Main Street have become so numerous, it is necessary to establish a policy for users of this service as well as a fee.

Every effort will be made to accommodate all requests for use of the poles to hang banners; however, there may be times when it is not possible to accommodate all banner requests. It will be at the discretion of the City Manager and/or DPW Director to determine if a banner can be placed.

There will be a fee of \$200 for each two-week period that a banner is installed over South Main Street.

In accordance with the Michigan Department of Transportation guidelines, only non-commercial banners may be up for a two-week period.

The size of banners must be three feet high and must be at least 25 to 40 feet long. Allowances for wind resistance should be made by having openings in the banners.

In instances when there has been a request for two banners to be up at the same time, banners will be placed back to back. No "riders" will be allowed nor will hangings from a main banner be allowed.

Banners should be brought into the City Offices, 375 Depot Road, or the D.P.W. facility at 3 East Church Street by Wednesday before the banners are to be installed. Payment of \$200 should be remitted to the City offices before or at the time the banner is delivered. Please sign and return this copy at time of payment.

Note: Not responsible for banners left more than ten days after displayed.

Every effort will be made to honor requests for putting up banners, but your cooperation is requested should this not be possible.

For scheduling banners or any questions, please call Marcy Rotondo, (248) 625-1559 or Bob Pursley at 248-625-1265.

At present there are no fees for banners on the light poles. Contact Marcy Rotondo at (248) 625-1559 for scheduling and details.

CITY OF THE VILLAGE OF CLARKSTON

Dennis M Ritter
City Manager

Banner Contact _____ Date _____
Signature

CITY OF CLARKSTON
BANNER SCHEDULE

DATE: _____

INITIALS: _____

Date Requesting Posting _____

Date Of Removal _____

Event Date _____

(M-15)
Size of Banner: _____

(Light Poles)
Large--How Many _____

Small---How Many _____

Description: _____

Organization _____

Contact Person: _____

Phone Number: _____

WE HAVE BANNER: _____ WILL DROP OFF: (date _____)

DPW-ONLY

Date Installed: _____

Initials: _____

Date Removed: _____

Initials: _____

They picked up: Date _____

Name: _____

Comments: _____

(Damaged Etc.)