

Banner Permit

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

This form must be submitted to Veneta City Hall no later than three weeks prior to the date requested. Applications will be processed on a first come, first serve basis. All banners are subject to appropriate jurisdictional approval. Banners are only allowed from governmental entities, district organizations, or non-profit organizations. Banners are permitted to promote public service activities which provide benefits to the community as a whole. Banners must display the name, date, time and general location of the activity only. Banners shall not be permitted to advertise, promote or sponsor any political candidate/party, religious or issue group, or for the purpose of earning a profit.

1. Organization Information

Entity: _____

Purpose: _____

Contact Person: _____

Phone Number: _____ Email: _____

2. Permit Information:

Event Date _____

Requested time period for banner display: Start Date _____ End Date _____

Requested banner location:

Luther Ln (Lane Electric Cooperative)

Territorial Hwy (Emerald PUD)

**Please attach a copy of the proposed banner.
Banner must meet Lane Electric specifications.**

3. Proof of Insurance

Please attach a copy of proof of insurance listing **both city and the respective utility as additionally insured** for the proposed dates.

Signature: _____

Date: _____

TO BE COMPLETED BY STAFF

Date & Time Received in City Hall: _____ Received By: _____

Public Works Approval: _____ Date applicant notified of decision: _____

Application forwarded to: Lane Electric EPUD Lane County LCSO

Further action requested: Yes No If yes, explain: _____



Instructions to submit Banner Permit Application

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- To display a banner at Territorial Rd. (over RR tracks) OR at Luther Lane:
 1. Two weeks prior to the first day the banner is to be displayed, complete City of Veneta banner application. Include the applicant name and address, date and description of the event, and the duration the banner is to be displayed. Make sure to sign and date the application.
 2. Contact your insurance provider to request separate Certificates of Insurance (COI) for the City of Veneta and Emerald People's Utility District (EPUD) to hang a banner over Territorial Rd. (railroad tracks). To hang a banner over Luther Ln. you will need a COI for the City of Veneta and Lane Electric Coop all named as additional insureds. COI can be faxed to the City of Veneta at 541-935-1838 ATTN: Darci Henneman or emailed to dhenneman@ci.veneta.or.us. All certificates must include the name and address of the additional insured, location of the banner, event title, event date, and the duration the banner is to be displayed.
 3. Complete banner applications must be received no later than 3:00 p.m. the Wednesday prior to a City Council meeting in order to be included in the next Council packet. Applications and COIs can be emailed to the above address, faxed to 541-935-1838, or dropped off at Veneta Administrative Center, 88184 8th St. for review by the City Recorder. If approved, it will be placed on the next Council agenda for Council approval. The City Council meets monthly on the 2nd and 4th Mondays. However, on occasion, meetings may be cancelled. Call City Hall at 541-935-2191 to confirm meeting dates. Applications submitted after the above deadline will be held over until the next Council meeting. Make sure this deadline is taken into consideration when starting this process. Incomplete documents will not be accepted.
 4. **DO NOT CONTACT UTILITY COMPANIES TO HANG YOUR BANNER AND DO NOT TAKE YOUR BANNER TO THE UTILITY COMPANY.**

Once approved by the City Council, the Recorder will notify you that the permit is ready to be picked up and will also notify the utility company (ies) to schedule installation of the banner(s).

Please drop your banner(s) off at Veneta City Administrative Center a minimum of three working days prior to the date you want it installed. The utility companies will pick banners up at City Administrative Center. All banners will be returned to City Administrative Center and you will be notified to retrieve your banner(s). Banner(s) left more than seven (7) days may be destroyed at the discretion of City Administrator. Storage of your banner is a courtesy only and not a requirement of City staff.

Community Banner Requirements & Specifications

When time and personnel permits, Lane Electric will hang and remove banners for community organizations promoting community events provided ALL the requirements, listed below, are met in advance. If you are interested in having Lane Electric hang a banner, please review and follow the guidelines listed below. You may contact Lane Electric by phone at 484-1151 or by email at info@laneelectric.com.

NOTICE:

1. Notice must be received in writing (e-mail is considered “writing”) AT LEAST four weeks prior to the date that you would like to have your banner hung. **REQUESTS WILL BE CONSIDERED ON A FIRST-COME, FIRST-SERVED BASIS.** For your safety and the safety of others, do not hang your banner on utility poles or equipment. Leave that for the professionals, please.

PERMITS:

1. Depending on the location, permits may be required. No banners will be hung until an application has been completed and a certificate of insurance has been provided. If required, you may obtain a permit from either the City of Veneta for banners to be hung on Luther Lane, or the Oregon Department of Transportation for banners hung across Territorial Road. Once completed and submitted to the City of Veneta, your request will be noted and scheduled accordingly.

BANNER SPECIFICATIONS:

1. For your banner to be hung, it must conform to the diagram below. These specifications will make sure your banner can be installed in a timely fashion and displayed to its fullest potential.

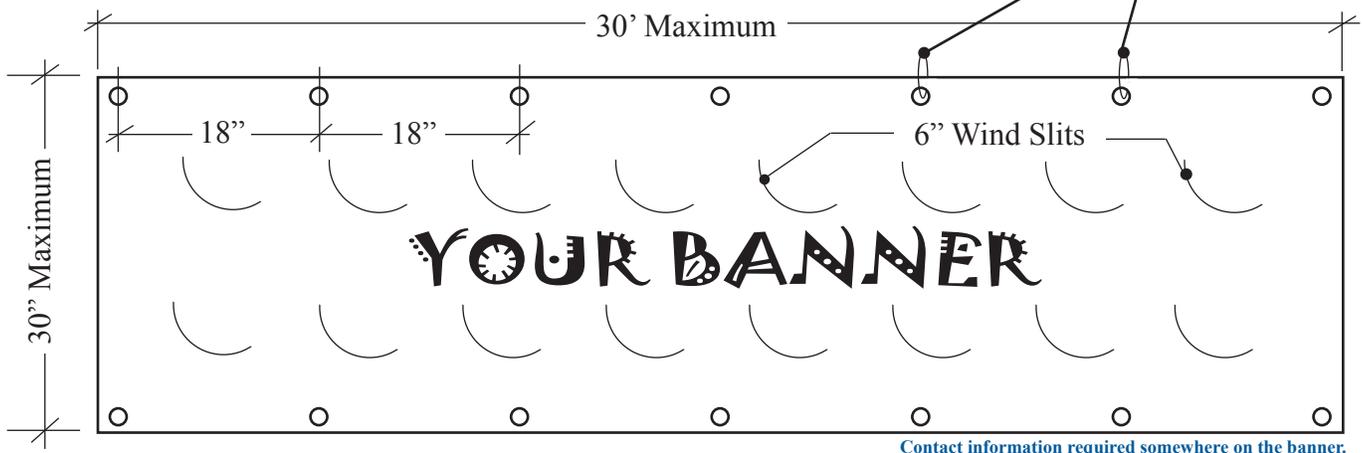
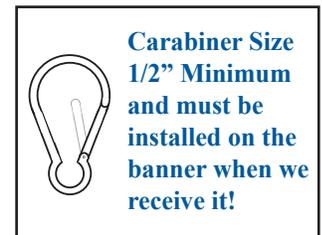
2. To insure your banner is not discarded, contact information must be visible somewhere on the banner; name and phone number at a minimum.

3. Banner must be made of a light weight material (vinyl) with 6” wind-slits or cutouts scattered throughout the body of the banner.

4. 1/2” carabiners are required for every upper and lower grommet to assist LEC with hanging of your banner. (See adjacent diagram)

5. 3/4” metal grommets @ 18” on center (maximum) on top and bottom edges of your banner.

It is your responsibility to see that all steps are taken and requirements met. Lane Electric will not be responsible for requests that have not fulfilled all of the above requirements.



NOTE: Ropes are no longer required and will not be returned if supplied.

IMPORTANT: Lane Electric will remove your banner within the next 1 or 2 business days after your event and returned to City Hall in Veneta. **It is your responsibility to pick it up by the end of that same week.** Banners that have not picked up by that time may be disposed of as there is no space available to store them.