



## Banner Permit

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* [www.venetaoregon.gov](http://www.venetaoregon.gov)

This form must be submitted to Veneta City Hall no later than five 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

Further action requested:  Yes  No If yes, explain: \_\_\_\_\_



## Instructions to submit Banner Permit Application

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- PLEASE NOTE: The banner process is multi-jurisdictional and requires several weeks' notice. Lane Electric requires at least 4 weeks' notice for a banner and EPUD operates under similar pressures. City and Utility staff will do their best to get your banner up on time, but operate under time constraints that may require you to hang your banner later than requested.
  1. Five 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, a copy of the proposed banner design, 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 the utility company that will be hanging your banner. If you are hanging above Territorial, include EPUD as additional insured alongside the City. If you are hanging above Luther Ln, include Lane Electric as additional insured alongside the City. If you are hanging above both locations, include all three entities on the COI. COI can be faxed to the City of Veneta at 541-935-1838 ATTN: David Grabicki or emailed to [dgrabicki@ci.veneta.or.us](mailto:dgrabicki@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. Applications and COIs can be emailed to the above address, faxed to 541-935-1838, or dropped off at Veneta Administrative Center, 88184 8<sup>th</sup> St. for review by the Veneta Public Works. If Public Works approves the application, the City Recorder will notify you.
  4. Once your application is approved and returned with a signature, you may submit it and the COI to the Operations department of the relevant utility company. If you are hanging above both locations, you will need to submit the application and COI to both companies. Once approved, you may also deliver your banner (that meets all Lane Electric specifications, including carabiners) to Veneta City Hall for pickup.  
**UTILITY COMPANIES WILL ONLY PICK BANNERS UP FROM VENETA CITY HALL. IT IS YOUR RESPONSIBILITY TO ENSURE THE BANNER IS READY FOR PICKUP.**
  5. Once the banner is taken down, the City Recorder will alert you that it is ready to be picked up. 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](mailto: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.

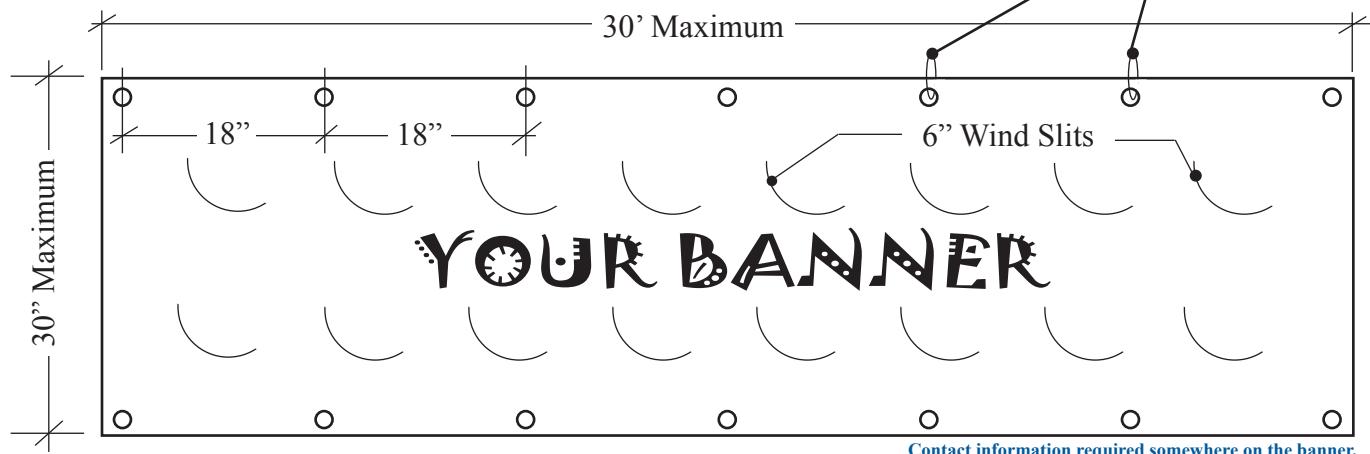
### **PERMITS:**

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.***



Contact information required somewhere on the banner.

**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.