

APPLICATION FOR BANNER PERMIT

(City of Lubbock Resolution 1610 and Electric Utility Board Resolution R0009)

Applicant's Name: _____

Applicant's Address: _____

Phone Numbers: Cell: _____ Home / Work: _____

Name of Organization: _____

Address of Organization: _____

Contact Person for Organization: _____

Contact Person's Address: _____ Zip: _____

Phone Numbers: Cell: _____ Home / Work: _____

E-mail Address: _____

Date(s) Banner/Banners to be displayed: _____

Location(s) to be used for display: _____

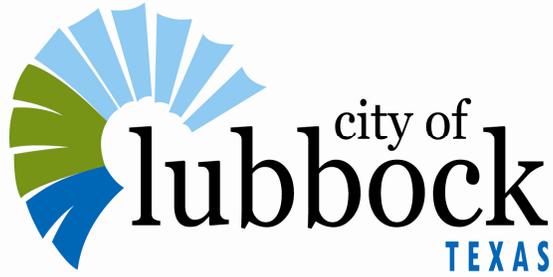
Description of the event: _____

I hereby declare that the information given in this application is true and correct to the best of my knowledge.

Applicant

Date

A non-refundable application fee of \$520.00 per location must accompany this application. See attached policy regarding construction of banners.



I, _____, authorize the Office of the
City Secretary to charge my _____ card for
\$ _____, via the card information listed below:

CREDIT CARD NUMBER	
CREDIT CARD TYPE (Visa or Master Card)	
AUTHORIZATION CODE (3-digit number on back of card)	
EXPIRATION DATE (MM/YY)	
CARDHOLDER ADDRESS (Street, City, State and Zip)	
CARDHOLDER SIGNATURE	

City of Lubbock
Office of the City Secretary
PO Box 2000
Lubbock, TX 79457

(806) 775-2029

BANNERS

OBJECTIVE:

To establish criteria to obtain a street-banner permit, to hang street banners across a street at designated locations from the City of Lubbock.

RESPONSIBLE AGENCY:

City Secretary/Lubbock Power and Light

FEE:

\$20 – Administrative (processing) fee

\$500 – Lubbock Power & Light Service Dept. charge to install and remove each banner.

SERVICE/POLICY:

Locations to display special street banners are usually limited to only two designated locations within the City of Lubbock:

PRIMARY LOCATION:	1600 Block of Broadway
SECONDARY LOCATION:	900 Block of Texas Avenue

Proper standards for attaching these street banners are available at each of these locations.

The requests received to hang street banners are granted under the following conditions and arrangements:

1. Schedule time is available
2. Two weeks lead time notice and application is provided
3. Generally, the banners will be displayed for a period of two weeks; however, this may be extended an additional two weeks if there are not any scheduling conflicts.
4. For the banner to be properly installed, it must be constructed as follows:
 - a. Large thumb snaps and attachment rings are required to attach the banner on the support cable. These points of attachment should be spaced 24 inches apart on both the top and bottom of the banner and also on all four corners.
 - b. The banner must be between 40 inches and 46 inches wide.
 - c. The banner must be between 18 feet and 25 feet long.
 - d. The banner background material must be constructed out of open mesh net to prevent excessive wind loading. Wind grooves, wind slits, and half moon slots are unacceptable. No banner will be installed that does not meet the requirements to prevent wind loading.

AUTHORITY/DATE ISSUED:

Res. 1610, 3/8/84; Res. EUB 2005-R0009, 5/17/05

REVISED:

August 24, 2005