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## RIVER STREET ARCH - BANNER REQUEST

Please Print

BANNER – RIVER STREET ARCH	
Applicant:	Event:
Address:	Week Requested:
Phone #:	Signature:
<p>The City of Manistee Banner Policy is as follows:</p> <ol style="list-style-type: none"> <li>1. Banners should be approximately twelve - sixteen feet long by three feet high and constructed of durable material. The banner must have slits for wind relief. The banner should be neat and orderly as an entrance sign to the Central Business District. Victorian design is encouraged.</li> <li>2. All applicants must be local, non-profit organizations or entities. No political or religious messages are permitted. This provision does not prohibit the promotion of approved activities that are sponsored by political or religious organizations.</li> <li>3. Reservations will be accepted on a first come, first serve basis except for time periods reserved for annual recurring events like the Forest Festival, Port City Festival and Old Christmas Weekend. Applications will be accepted beginning January 1 of each year.</li> <li>4. All applications must include the exact words, phrase or characters which will appear on the banner. Applications may be hand delivered, mailed or faxed. All applications must be accompanied by a non-refundable <b>\$50.00</b> fee. A sketch must be enclosed that includes the dimensions and lettering as it would appear on the banner if approved.</li> <li>5. No banner will be permitted for more than one week, Monday through Sunday, except for recurring, annual activities noted in number three above.</li> <li>6. Banner space is only available to promote local activities which provide local benefit. Banner space is not available for general advertising of any for profit enterprise.</li> <li>7. All applications are subject to review on standards of good taste, as dictated by local community standards.</li> <li>8. <b><i>Banners are not permitted at any other location without the specific authorization of the City Council</i></b> in accordance with the provisions of the Sign Ordinance.</li> </ol> <p style="text-align: center;"><b>PLEASE SUBMIT BANNER REQUESTS TO THE CITY CLERK’S OFFICE FOR APPROVAL</b></p>	
Office Use Only	
Received by: _____	Receipt # _____
City Clerk Review/Approval	
Signature: _____ Date: _____	
Council Review	
<input type="checkbox"/> Not Required <input type="checkbox"/> Council review required, will be on the _____ Council Agenda	