



Community Services Department
2001 East Street | Woodland, CA 95776 | (530) 661-2000

Banner Installation Application

Name of Organization/Group

Organization Mailing Address

Representative for Organization

Representative Phone

Representative Email

Event Name

Event Date

Request installation for 4' x 10' Banner Hung at East & Main Streets Fee: \$100
 3' x 30' Banner Hung spanning Main & Second Streets Fee: \$300

Banner installation requests are available to City sponsored/Co-sponsored and non-profit organizations activities on a temporary basis, promoting special events & must comply with municipal city code.

Each banner must be reviewed and approved by the Community Services Department and appropriate fees must be paid prior to ordering/installation.

Banner proof may be submitted for approval after application but at least 30 days prior to scheduled installation (picture, copy, and photograph).

Please see attached for Banner Specifications.

Banners must be dropped off one week prior to installation date.

Banners must be picked up within two weeks after removal date.

City is not responsible for any damage to banners.

Payments and banner delivery and pickup at Woodland Community & Senior Center - 2001 East Street

Checks payable to City of Woodland

Representative Signature

Date

For Office Use

Co-Sponsored event

Fee Charged _____

Receipt # _____

Date proof turned in

Date Approved

Payment Due Date

Banner dropped off at Community Center by

Banner Install Date

Banner Removal Date

Banner Picked Up

Notes