



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

116 UNION AVENUE † SNOHOMISH, WASHINGTON 98290 † TEL (360) 568-3115 FAX (360) 568-1375

## *Building Department Special Event Banners Over Public Right of Ways*

Banners approved under a Special Event Permit shall meet the following requirements:

### Construction:

1. Banner materials or panels shall be of sufficient material ply (14 mil or better vinyl) that will not disintegrate, rip or tear when subject to weather forces such as rain or high winds.
2. The banner panel shall be perforated over at least 10 percent of its area to reduce wind resistance.
3. The top of the banner shall be provided with grommets spaced a maximum of every three feet on center and each corner of the banner shall be provided with a grommet. The grommets shall be of substantial construction to support the weight of 3/8" wire rope, snap rings or safety hooks, so that once attached will not allow the banner to become displaced, tear or create a safety hazard by virtue of its construction.
4. The sponsor of the banner shall provide a manufactured 3/8" wire rope with hardware that consists of substantial snap rings or safety hooks on each end of the wire rope. The 3/8" wire rope shall be of a length to reach from the corner grommet of the banner to the pole on each side of the right of way. The sponsor is solely responsible for ensuring the wire rope is long enough to span the banner to the attachment points on each pole.
5. The height of the banner including stretcher cables shall be such that a minimum clearance of 20 feet is provided from the bottom of the banner to the surface of public right of way.
6. The City reserves the right to require removal of any banner and hardware that creates a hazard to motorists or the public during the time the banner is placed across the public way.

### Approved Location for Banners:

1. The west end of Second Street west of Avenue J.
2. The east end of Second Street at Cypress Avenue by Pilchuck Bridge.
3. The pole on the south side of Second Street by Cypress Avenue is owned by Snohomish County PUD and a permit for use of that pole must be obtained from Snohomish County PUD. The applicant must provide a copy of the permit issued by Snohomish County PUD before the banner can be installed.
4. The City recognizes that the attaching poles are owned by others, and reserves the right to deny banner placement over the public right of way to those poles and hardware that are deteriorated and cannot provide sufficient support of the banner and attaching hardware.

### Event Sponsor Insurance Coverage and Hold Harmless Indemnification:

1. The event sponsor shall include the banner locations and public right of way involved in their Event Insurance Policy. The event insurance coverage shall include the dates for which the banner is first installed and provide coverage for a minimum of five days after the close of the event.
2. The event sponsor shall provide language in their Hold Harmless and Indemnification that includes banner locations and public right of way and include Snohomish County Fire District #4 in addition to the City of Snohomish.

#### Installation of Approved Banners:

1. The banner shall be approved under the Special Event Permit Application.
2. If the Event Sponsor utilizes resources to install the banner other than Fire District, prior to City approval of the contract, the Event Sponsor shall provide the City with the name of a qualified person or firm, a description and map of what date and time the banner will be installed, how traffic will be controlled, and the methods used to install the banner. Based on the information provided to the City, the City reserves the right to deny the installation by non-qualified persons utilizing the right of way.
3. Upon issuance of the Special Event Permit, the applicant may make a request to Snohomish County Fire District #4, who as a service to the public and those organizations who conduct special events in the City of Snohomish, will voluntarily, and at no cost, use equipment and personnel to hang banners for display at the approved locations noted above. The event sponsor shall give a copy of the Special Event Contract showing all required approval signatures to the Fire District.
4. Snohomish County Fire District #4 shall only place banners that comply with the construction requirements noted above. Placement of the banner is subject to available station manpower, and a time when placement of the banner will not place District personnel in an unsafe position during traffic times. This will provide an easier and more secure deployment of the banners and to assure that the advertiser is aware of the conditions for which Fire District #4 will be involved.
5. The Special Event Permit holder will be required to provide Fire District #4 with the banner and required hardware at least three weeks (3) prior to the event. Where banners and hardware do not meet the construction requirements noted above, the District shall not accept the banner for placement.
6. The authorization for the banner will be deemed expired at the close of the event and banners shall be removed from the right of way within five days (5) of the closing of the event. Banners not removed within the five day timeframe will be considered a public nuisance and the City will take appropriate action to remove the banner with the cost of removal borne by the event sponsor.
7. The banner sponsor shall contact the District to arrange a feasible time to have the banner removed, within the time frame noted in Item 6. The Fire District is not responsible for storage, condition of banner or hardware once it is removed.
8. Upon removal of the banner, the Event person responsible for the banner shall arrange for and pick up the banner and hardware from Fire District #4 Headquarters located at 1525 Avenue D. The District may, at its option, discard the banner and hardware if it is not retrieved from the District within 14 days of removal.

This procedure was approved by the Snohomish City Council on August 3, 2004 with a majority vote of 7-0.