

TOWN OF SAN ANSELMO

INFORMATION FOR STREET BANNERS AND HUB SIGN

1. The use of the Sir Francis Drake Boulevard Street Banner, The Tunstead Avenue Street Banner, and the Hub Sign is limited to the following:
 - Town sponsored events;
 - Ross Valley* accredited or licensed schools (pre kindergarten through 12th grade, both public and private schools);
 - Ross Valley* Youth Organized Sporting and Cultural events;
 - Organizations located in Ross Valley* which have received tax exempt status pursuant to Internal Revenue Code Section 501 (6); and
 - Merchants associations located in the incorporated San Anselmo and established as of the adoption date of this Resolution.

* Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax and Ross.
2. The Town reserves the right to refuse to issue a permit on the grounds that the Street Banner or Hub Sign pertains to public debate of a controversial topic. In the event of such denial, the applicant may appeal directly to the Town Council, which shall hear the matter at the next meeting when it can be properly noticed.
3. Street Banners and Hub Signs are for special events. The copy on the Street Banner and Hub Sign may include only the title of the event (including the sponsoring organization(s)), time, and location of the event.
4. A permit is required for a Street Banner and a Hub Sign. Application forms are available at both the Planning Department, located at 525 San Anselmo Avenue, San Anselmo, and the Recreation Department, located at 1000 Sir Francis Drake Boulevard, San Anselmo.
5. A completed application and applicable fee must be submitted in order to reserve a date, and a minimum of ten (10) business days prior to being hung. The street banner and/or hub sign must be delivered a minimum of three (3) business days prior to being hung. All submittals shall be to the Recreation Department, 1000 Sir Francis Drake Boulevard, San Anselmo.
6. Banners/signs will be hung Monday to Monday, for one week only.
7. Applications for street banners and hub signs are accepted one year in advance of the requested date for events.
8. Street banners and hub signs must meet all Town specifications in order to be hung. Fees will be forfeited if specifications are not met.
9. The Town will not be responsible for any damage sustained to street banners and hub signs.
10. If staff is unable to hang a street banner or hub sign due to unforeseen circumstances, no refund will be issued.

- **STREET BANNER SPECIFICATIONS**

1. The banner must have rope woven through the top and bottom. The rope woven through the banner must be knotted on each end with the guide ropes attached at this point. The four (4) guide ropes must be at least 35 feet long on each side, top and bottom, and attached to the knotted rope.
2. Each banner must have a minimum of six (6) snap-on clips (such as a carabineer) attached to the top. One clip must be placed at each end and four in the middle.
3. No banner shall be longer than thirty (30) feet long or wider than two (2) feet in width.
4. The banner must be made of heavy canvas material or reinforced plastic.
5. The banner must have minimum of four (4) inch half circles, wind vents, cut into the fabric to release wind pressure.
6. All banners must be ready to hang with all ropes and clips attached. ***A banner not properly prepared will not be hung.***

- **HUB SIGN SPECIFICATIONS**

1. The sign must be made of plywood, masonite, or other like substance, $\frac{1}{4}$ to $\frac{1}{2}$ inch in thickness. No tagboard or cardboard will be accepted.
2. The sign must be eight (8) feet wide by four (4) feet high.
3. The hooks for hanging the signs are permanently mounted ninety-one (91) inches apart. Therefore the holes in the sign for hanging must also be ninety-one (91) inches apart. The center of each hole must be two and one-half ($2\frac{1}{2}$) inches from the side and top of the sign. The holes must be one (1) inch in diameter.

TOWN OF SAN ANSELMO

APPLICATION FOR STREET BANNERS AND HUB SIGN

Submit application & fee to the Town of San Anselmo Recreation Department
1000 Sir Francis Drake Blvd. San Anselmo, CA 94960, phone 415-258-4640, fax 415-455-8229
Make checks payable to: Town of San Anselmo

We wish to hang a (check one):

Street Banner (Sir Francis Drake)
\$285/week

Street Banner (Tunstead)
\$285/week

Hub Sign
\$75/week

Requested Dates (banners/signs are hung on Mondays): _____

Please fill out completely:

Name of Organization: _____ Phone _____

Check the category below that applies to your organization:

- Town sponsored events;
- Ross Valley* accredited or licensed schools (pre kindergarten through 12th grade, both public and private schools);
- Ross Valley* Youth Organized Sporting and Cultural events;
- Organizations located in Ross Valley* which have received tax exempt status pursuant to Internal Revenue Code Section 501 (6)

Specify category: _____

- Merchants associations located in the incorporated San Anselmo and established as of the adoption date of this Resolution.

* Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax and Ross.

Address of organization: _____ City/Zip _____

Contact Person: _____ email: _____

Daytime Phone _____ Home Phone (if different) _____

Complete the information on the next page →

Event Name: _____ Date of Event: _____

Location/Address of Event _____

Exact copy (wording) that will be on the banner or sign: _____

(Any changes must be approved at least 30 days in advance of hanging)

OFFICE USE ONLY

Recreation Office: Date Received: _____ **Payment Date** _____

Notes: _____

Approved by:

Town Manager

Police Chief/Assistant Town Manager

Recreation Director

Planning and Building Director

Street Superintendent

Approved

Denied

Reason for Denial: _____

copy to: Town Council

