



CITY OF OKEECHOBEE
Public Works Department
Park Banner Agreement
E-mail whall@cityofokeechobee.com

Organization: _____

501(c)(3)Organization: _____ Local Civic Group _____ School Group _____

Contact Name: _____

Phone: _____ e-mail _____

Event Description: _____

Event Date: _____ Inst. Date: _____ Removal Date _____

(Maximum 7 days from install)

(Initial)

_____ User acknowledges that temporary event banners may only be displayed for seven (7) calendar days.

_____ User acknowledges that prior to installing new posts or other supporting structures, they should contact the Public Works Department five (5) working days prior to the installation to verify the location to avoid damaging existing sprinkler lines, power lines or other obstacles. Failure to verify the location will result in the user being held responsible for any damage caused by their installation.

_____ User acknowledges that it is the users responsibility to remove their banner including any user installed posts and to fill holes and restore the location to pre-installation conditions.

_____ User acknowledges that the City Public Works Department may remove banners that are not promptly removed by the user and that the Public Works Department will not be held responsible for banners removed by Public Works Personnel.

_____ User acknowledges that the Public Works Department may remove any banner deemed necessary at the discretion of City of Okeechobee.

_____ User acknowledges that the banner must include the name of the organization must be included on the banner.

_____ User acknowledges that ABSOLUTLY NO commercial advertising including sponsorship names and or logos or other commercial branding is allowed on banners

_____ User acknowledges that the maximum banner size allowed is 4' X 8'

_____ User acknowledges that supports for the banner must be made of metal or wood. PVC pipe may be used to frame the banner and attach it to the supports but the supporting structure must be metal or wood.

Applicant

Date

Public Works Director

Date Approved

For City Use

Location _____

Date received _____

Date Applicant Notified _____