

BANNER SIGN APPLICATION

Norfolk Bridge Overpass Banner Sign



PART A: Applicant Information

Contact Person _____

Organization Name _____

Address _____

City _____

Postal Code _____

Phone _____

Non-Profit Registration # _____

PART B: Event Information

Event Name _____

Event Start Date _____

Event End Date _____

PART C: Sign Information

Sign Installation Date _____

Sign Removal Date _____

Sign Installation/Removal **OPTION A – Approved Sign Company**

Completed By Barry Scutt Signs Clarion Signs Sign Art Centre

OR OPTION B – Event Organizer

Event Organizer

PART D: Deposit Fee Information

A Deposit Fee of \$50.00 is required if one of the three above Approved Sign Companies is NOT used to complete the installation and removal of your sign. The Deposit Fee is forfeited if the sign is NOT removed by the End Date and Time on the Contract.

Deposit Fee Required Yes No

Payment Type Cash Cheque Debit VISA Mastercard

Cardholder Name _____

Card Number _____

Expiry Date _____

I give permission for the above credit card to be charged the amount of \$50.00 if the sign for the above Applicant is NOT removed by the End Date and Time on the Contract.

Cardholder
Signature _____

PART E: Insurance Requirements

Every Applicant MUST provide proof of General Liability Insurance with the application (Section 4-3, City of Guelph By-law (1996)-15245, as amended).

OPTION A – Approved Sign Company

Proof of insurance for Approved Sign Company is on file at the City. Insurance Sign-off below is completed by Approved Sign Company selected above.

I agree and certify that our Certificate of Insurance retained on file by the City of Guelph covers the sign set out in this Application and satisfies Section 4-3 of City of Guelph By-law (1996)-15245, as amended.

Approved Sign

Company Name _____

Company

Representative _____

Date _____

Signature _____

OPTION B – Event Organizer

Proof of insurance for Event Organizer must be included with this Application. A copy of event organizer's current insurance for \$2 million in general liability naming the City of Guelph as an additional insured must be included with this Application.

Yes, a copy of our current insurance policy/certificate showing the above required information is attached.

PART F: Signatures

I hereby agree to have the subject sign removed by the End Date and Time indicated on the Contract. If the sign is not removed by this time, I agree to forfeit my \$50.00 Deposit Fee.

Every Applicant is responsible for the sign erected over or on a public road allowance as per City of Guelph By-law (1996)-15245, as amended.

Personal information contained in this application, as defined by section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001 and the City of Guelph Sign By-law, and is in accordance with the provisions of MFIPPA. The personal information collected on this form will be used to issue a permit to erect banner signage on the Norfolk Bridge Overpass. Questions about this collection can be directed to the Information, Privacy and Records Coordinator, City Hall: 519-822-1260 x 2439.

Applicant Signature _____

City Approval _____

Date _____

Date _____

APPLICATION INSTRUCTIONS

Norfolk Bridge Overpass Banner Sign



Please read all information below carefully before completing the attached Application. There are restrictions, conditions, and requirements that are important to your Application and Booking.

GENERAL APPLICATION/BOOKING INFORMATION

Booking Bookings for banners signs are taken **ONLY in-person at ServiceGuelph, City Hall, 1 Carden Street. A Banner Sign Application (see attached) must be completed in full as part of the Booking process.**

Bookings are ONLY accepted a maximum of 1 month in advance of the sign installation date. If the booking date occurs on a weekend or statutory holiday, then the booking will be accepted on the last business day prior to that weekend or statutory holiday.

Length of Banner Sign Posting / Fee The length of time that a banner sign can be posted is determined by the length of the event being advertised on the sign (see below). Installation must be a Monday and removal must be a Sunday. **The maximum posting time for any banner is 4 weeks.**

Fee payment must be made in full at time of booking. Payment is accepted by cash, cheque, debit, VISA, or Mastercard. Please make cheques payable to **City of Guelph**.

Length of Event	Length of Posting Time	Fee
1 day	1 or 2 weeks	\$32.50
up to 1 week (7 days)	3 weeks	\$65.00
more than 1 week	4 weeks	\$65.00

- Restrictions**
1. Maximum banner size is 3 feet high x 16 feet wide (1 metre high x 4.9 metres wide).
 2. Banner signs are permitted for non-profit organizations **ONLY**.
 3. Advertised event **MUST** take place in Guelph City Limits.
 4. Election signs **NOT** permitted.

- Conditions**
1. A completed and signed Banner Sign Application **MUST** be submitted at the time of booking.
 2. All Organizations **MUST** provide a non-profit registration number on their Banner Sign Application.
 3. The Applicant is responsible for the installation and removal of the banner sign within the dates and times specified on the Contract.
 4. The Applicant agrees to be responsible for the sign erected over or on a public road allowance as per City of Guelph By-law (1996)-15245, as amended.
 5. A NSF Fee of \$35.00 will be charged for returned cheques.

Non-Profit Registration # Organization's non-profit registration number (can typically end with RR001)

Sign Installation / Removal There are two options to choose from for installation and removal of signs.

Completed By **OPTION A – Approved Sign Company**

Use one of the Approved Sign Companies listed below to complete the installation and removal their sign

Approved Sign Companies	Phone Number
Barry Scutt Signs	519-821-2756
Clarion Signs	519-824-2832
Sign Art Centre	519-767-2250

OPTION B – Event Organizer

Complete the installation and removal themselves. All Approved Sign Companies have met the City's sign insurance requirements.

APPLICATION INSTRUCTIONS

Norfolk Bridge Overpass Banner Sign



Insurance Provided Through Section 4-3 of City of Guelph By-law (1996)-15245, as amended requires each applicant for a sign to provide proof of general liability insurance in the amount of at least \$2,000,000.00 with the City named as an additional insured and ensure that the insurance remains in effect for as long as the sign is installed.

There are two options to pick from to ensure that the City's insurance requirement is met.

OPTION A – Approved Sign Company

Have an Approved Sign Company complete the installation and removal of the sign. By doing so, your organization can utilize the Approved Sign Company's insurance that is on file with the City. This requires a Sign-Off by the Approved Sign Company to acknowledge that they agree to allow you to use their insurance.

OPTION B – Event Organizer

The Event Organizer can provide proof of insurance from their insurance provider that meets the City's insurance requirement. You will ask your insurance provider for a **certificate of insurance** naming the City of Guelph as an additional insured. Coverage required is **comprehensive general liability**, inclusive of bodily injury and property damage, in the amount of \$2,000,000.00 per occurrence.

Proof of insurance **must** be included with this Application.

CONTACT INFORMATION

Contact for more Information	ServiceGuelph 1 Carden Street 519-822-1260 serviceguelph@guelph.ca
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