

**CITY OF GRAND HAVEN
BANNER/SPECIAL EVENT SIGN POLICY**

Three (3) locations are available to display banners for non-profit events in the City. Fees are charged to recover costs associated with processing requests and staff time to install banners.

The following standards apply to ALL banner requests and placements in the City:

LOCATION #1 – WASHINGTON AVENUE WEST OF 4TH STREET-OVER STREET

Cost \$150

Seasonal restrictions-No banners allowed from November 1-April 1

Over street banners must meet the following specifications: grommets placed one foot apart along the top edge. Bottom corners required to have reinforced edges and grommets in each corner along with wind slits. A minimum 13 oz. material must be used with a preference of 18 oz. Banner mesh material may be used with grommets placed one foot apart along the top edge and corners. Corners required to have reinforced edges and no wind slits.

Size: 3 ½' x 12'

Adjustment/replacement fee \$100.00

LOCATION #2 – FOOT OF WASHINGTON BETWEEN THE BOLLARDS

Cost - \$100.00

No seasonal restriction

Size: 3' x 9'

LOCATION #3 – PLANTER AREA IN FRONT OF COMMUNITY CENTER

Cost - \$100.00

No seasonal restriction

Size: 3' x 9'

Long term user policy (foot of Washington only)

Users are subject to the above guidelines, with the exception that they have permission to hang banners at the foot of Washington 24 hours in advance of an event to be removed immediately following the event. Long term users may not cover or remove other banners from the space. Long term users will be charged an annual fee of \$100. Failure to comply with these few conditions may result in the removal of long term banners for the remainder of the season.

- Banners that are in high wind, high traffic areas will not be guaranteed to withstand the elements
- Banners will be installed once per event
- Banners will be hung by the Department of Public Works for a maximum of two week prior to event
- Banners are placed on first come, first served basis
- Banners must be dropped off at the Community Center Office three weeks prior to the event
- Banner conflicts should be directed to the Community Affairs Manager for resolution
- Banners are not allowed to be hung by private individuals or businesses, even if they have done so in the past

SPECIAL EVENT SIGNS:

- Race route signs are allowed to be placed on public property, but are limited to 10 signs
- Event sign placement must be approved through the Special Event Application process by the Community Affairs Manager and will only be allowed in parkways, not in City Parks

QUESTIONS REGARDING SIGNS ON PUBLIC PROPERTY SHOULD BE DIRECTED TO:

Char Seise
Community Affairs Manager
421 Columbus
Grand Haven, MI 49417
616.842.2550
cseise@grandhaven.org