

APPENDIX I

CITY OF COURTENAY -APPLICATION TO INSTALL A BANNER

(BANNER STATION - PLEASE CHECK ONE) FIFTH STREET \_\_\_\_\_ ANFIELD ROAD \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Days of which banner is to be hung (maximum 10 days) \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

The exact wording to be placed on the banner \_\_\_\_\_

**Undertaking by Organization**

1. The applicant shall, at their own expense, carry and maintain liability insurance against third party claims with inclusive limits of not less than two million dollars (\$2,000,000.00) and shall indemnify and save harmless The Corporation of the City of Courtenay and it's Servants, Agents, and Employees from and against all claims and demands, loss or damages in respect thereof.
2. A thirty (30) day cancellation clause on the insurance.
3. The banner and proof of insurance must be delivered to the City of Courtenay, 830 Cliffe Avenue, Courtenay, BC V9N 2J7 Fax (250-334-4241) at least seven (7) working days prior to the day on which the banner is to be hung.
4. The banner will be in accordance with the City Banner Installation Policy Directive and Banner Specifications attached.
5. The applicant shall pre-pay at the time of the application a fee of \$155.00 + HST (the banner fee) to cover the installation, removal and administrative processing costs. In the event the City rejects the banner for reasons outlined in the Directive 4520.00.01(d) the banner fee shall be returned less a fee of \$30.00 + HST to cover administrative processing costs.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

.....  
**OFFICE USE ONLY**

Dates of hanging approved \_\_\_\_\_

Date: \_\_\_\_\_

Insurance received and accepted \_\_\_\_\_

Date: \_\_\_\_\_

Banner approved \_\_\_\_\_

Date

\_\_\_\_\_

Signature