



121 North Fourth Street, West Branch, Michigan 48661  
 Phone 989-345-0500, Fax 989-345-4390, e-mail [cityhall@westbranch.com](mailto:cityhall@westbranch.com)  
 The City of West Branch is an equal opportunity provider, employer, and lender

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person & Phone Number \_\_\_\_\_

Applications are subject to City Council approval and conditions.

1. **"LINK LETTER" or vinyl mesh type banners only with a maximum size of 2'x35' (NO EXCEPTIONS!!)**
2. **Rendering showing color, size and design of banner must be submitted with application**
3. ALL banners MUST be in a box clearly marked with the name of the banner, contact name & phone number
4. **ALL banners MUST be picked up within 2 weeks after the event; failure to do so will result in disposal of the banner.**
5. One (1) banner per organization per year
6. Two (2) week maximum
7. Each placement must be approved by City Council at least two (2) weeks prior to scheduled placement
8. One banner displayed at any one time - priority based on "first come" basis (applications accepted beginning January 1 each year)
9. Organization holds City harmless and agrees to defend City from liability claims arising as a result of activity or event announced on banner
10. Banners allowed May 1 - October 31
11. Meid Street only
12. No commercial advertising allowed on banner
13. City Council reserves the right to limit the number of banners

Message displayed on banner: \_\_\_\_\_

Banner to be displayed: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
 Signature

For Office Use Only
<i>Application Number</i> _____ <i>Placement of banner approved administratively on</i> _____

Signature

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