



Mainstreet Banner Permit

Mainstreet Banner Permits are only for city sponsored activities, pre-approved activities and non-profit events in Hopkins only.

Please print or type all information.

Name of Applicant _____ Organization _____

Address _____

Email _____ Phone _____

Banner Location 9th Avenue 10th Avenue

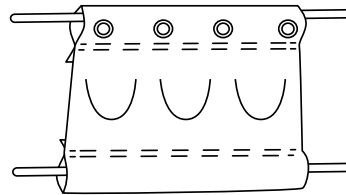
Date To Be Put Up _____ Date To Be Taken Down _____

Banner Specifications

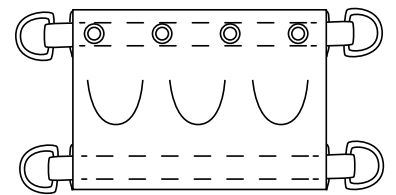
For public safety reasons, banners will not be installed unless they meet these minimum specifications:

1. Banners must have 2 continuous tie ropes or straps—one that runs through the entire length of the banner on the top, and one that runs through the bottom edge—with an equal length of rope or strap extending from both sides. The total length of rope or strap must be a minimum of 90 feet. The tie ropes or straps must be braided nylon, minimum 1/4" diameter rope or 1" width strap.

Continuous Rope



Continuous Strap



Alternate ending: Banners with a braided nylon strap (minimum 1" width) may terminate with "D" rings at banner edges, if equal lengths of braided nylon rope (minimum 1/4" diameter) are connected to each "D" ring to bring the total banner plus rope length to 90' minimum. **This type of banner must still have top corner grommets.**

2. Banners must have **grommets** along the top. There must be a grommet in each of the top corners and there must be grommets continuously along the top at a minimum of 4 feet apart.
3. Banners must **not be more than 45 feet in length.**
4. To avoid damage to banners or the supports attached to the buildings, all banners must have **wind flaps** cut in them, beginning 3 feet from each end, centered within the height, and spaced no more than 6 feet apart. Wind flaps must be between 10" and 12" wide and their height must equal one-third of total banner height. Flaps must have a rounded bottom with stitched corners to prevent tearing (see illustration above).
5. Completed permit form and the banner itself must be delivered to Public Works **one week prior** to the date the banner is scheduled to be put up.
6. Banners must be picked up from the Public Works garage within 5 days after they have been taken down. Failure to do this will result in the City charging a \$25 storage fee.
7. The City of Hopkins is not liable for any damage sustained by any banner.

Approval (For office use only)

X Traffic Division Signature _____ Date _____