

CITY OF GRAND HAVEN

BANNER/SPECIAL EVENT SIGN POLICY



Four (4) locations are available to display banners for **non-profit events** held in the City and Special Events approved by City Council. Fees are charged to recover costs associated with processing requests and staff time to install banners.

The following standards apply to ALL banner placement requests:

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

Cost \$300

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 of 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 wind slits.

Size: 3 ½' X 12'

Adjustment/replacement fee \$100.00 will be considered/not guaranteed.

LOCATION #2 – FOOT OF WASHINGTON BETWEEN THE BOLLARDS (MUST HAVE WIND SLITS)

Cost - \$100.00

No seasonal restriction

Size: 2' X 7'

LOCATION #3 – PLANTER AREAS IN FRONT OF COMMUNITY CENTER

Cost - \$100.00

No seasonal restriction

Size: 2' X 7'

LOCATION #4 – COHO DRIVE/HARBOR ISLAND

Cost - \$100.00

Restricted to events held on Harbor Island and approved through the Special Events Process

Size: 2' X 7'

Long term user policy (foot of Washington only)

Users are subject to the above policy, with the exception that they have permission to hang banners at the foot of Washington by 6:00 am the day of the event and 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 remove 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 (DPW) for a maximum of two weeks prior to event
- Banners are placed on a first come, first served basis
- Banners must be dropped off at the DPW Office three weeks prior to the event, giving DPW staff time to install the banner for your two weeks of advertisement
- Banner conflicts should be directed to the Special Events and Project Manager for resolution
- Banners are not allowed to be hung by private individuals or businesses

- Long term users include Music on the Grand and Praise by the Pier.

SPECIAL EVENT SIGNS

- Official race route signs are required for races and can be picked up at the DPW, 1120 Jackson Street
- Special event yard signs are permitted, with a limit of 10 signs on public property, including parkways, but not City parks. A complete list of locations must be submitted/approved prior to the event. Public Safety enforces sign placement according to the approved list.

QUESTIONS REGARDING SIGNS AND BANNERS ON PUBLIC PROPERTY SHOULD BE DIRECTED TO:

Special Events and Project Manager

1120 Jackson Street

Grand Haven, MI 49417

616-847-3493

specialevents@grandhaven.org