

Village of Dexter

Banner Permit Specifications and Instructions for Application:

Please follow these instructions carefully and diligently, as neither the Dexter Chamber of Commerce nor the Village of Dexter can be held liable for errors made in the application process that could delay approval.

1. The Dexter Area Chamber of Commerce is the initial contact for reserving dates to hang a banner across Main Street in the Village of Dexter on the DDA Banner Poles. Approval must be initiated by submitting this form to the DACC. The intent of the banner must be the announcement of a community event for nonprofit/charitable groups including civic groups, such as Chamber of commerce, service clubs, churches, and similar groups. Recommendation by the DACC will be given if the content of the banner and the purpose of the sponsoring organization fall under the by-laws and mission of the DACC. The permit will then be forwarded to the Village of Dexter, Manager for determination on whether Village Council approval will be required. Neither the DACC nor the Village of Dexter will be liable if appropriate time is not allotted for the approval process. Minimum time for consideration 30 days. Applications may only be submitted 90 days prior to event.

We recommend that you DO NOT purchase banner until the approval process is complete.

2. **Banner Specification: The banner must be made of non-combustible, opaque material that will not shred. The banner will be 26-feet long by 30-inches high, with a minimum of 22 and a maximum of 28 wind flaps, 7" to 8" in diameter. Banner must be two sided. Grommets will be secured in the top and bottom of a fortified border every two feet apart (14 grommets per top and bottom border 28 total) with 5/16" Spring Snap hooks attached to grommets. Banner maker may not advertise on banner.**

Banners that do not meet the specification will not be installed!
BANNER MUST HAVE WIND FLAPS!

3. The permit will be valid for a maximum of 10 days. An additional 10-day period can be considered upon request and approval.
4. Dexter Area Chamber of Commerce event activities will be given priority over other requests.
5. Commercial General Liability (CGL) Certificate of Insurance from the sponsoring organization must be provided with the application. The certificate requirements are as follows:
 - CGL limits equal or greater than \$1,000,000 per Occurrence
 - Listing the Village of Dexter, 8140 Main Street, Dexter MI 48130 and the Dexter Chamber of Commerce 3215 Central, Dexter, MI 48130 as Certificate Holders and Additional Insured.
 - Must state that 10 days advance notice be given of cancellation.
6. The sponsoring organization will be required to pay a \$200 permit fee, DUE IMMEDIATELY UPON APPROVAL, payable to the Village of Dexter, to offset the cost to hang and take down the banner.
7. The banner must be dropped off at the Village Office 8123 Main St. (2nd Floor of the National City Bank Building.) two (2) days prior to the date it is to be installed and picked up within 24 hours after taken down. The Village and DACC will not be held responsible for banners not picked up within that time. Neither the Village nor the DACC will provide storage or tracking of banners.

HOLD HARMLESS STATEMENT:

I, _____ of _____ hereby agree to defend, indemnify and hold the Village of Dexter and the Dexter Area Chamber of Commerce harmless from and against all claims, demands, liabilities, damages, causes of action, suits, judgments, costs of expenses (including reasonable attorney's fees) arising out of alleged negligent act(s) or omissions associated with the placement of a banner.

Applicant Signature

Print Name

Date

Witness Signature

Print Name

Date

BANNER PERMIT (CROSSING VILLAGE STREET)
Do not purchase banner until the approval process is complete.

Name & Address of Organization: _____

Not-For-Profit ID# (if applicable): _____

Contact Individual and Phone #: _____

Banner Content (Exactly as shown on the banner):

(attach diagram/proof/mock-up of banner)

Specific Date (s) requested (10 day maximum):

From _____ To: _____

Applicant must provide all requirements 30 days prior to dates requested.

- Completed 2-Page Banner Permit
- Certificate of Liability Insurance (Specific to requirements, Page 1, Section 5)

Forward requirements in full to the: Dexter Area Chamber of Commerce
3215 Central
Dexter, MI 48130
Telephone (734) 426-0887

..... *Do not write below this line*

DEXTER AREA CHAMBER OF COMERCE RECOMMENDATION:

Name/Title: _____ Signature: _____

This signature indicates that, in accordance with the by-laws and mission of the DACC, this Banner Permit is recommended for consideration by the Village of Dexter Manager and Village Council.

VILLAGE OF DEXTER APPROVAL:

Date of Village Council Approval (if required): _____

Village Representative: _____ Date: _____

_____ Receipt of Permit Fee \$200

_____ Banner meets Banner Specification