



## TOWN OF SAN ANSELMO

### INFORMATION FOR STREET BANNERS AND HUB SIGN

1. The use of the Sir Francis Drake Boulevard Street Banner and the Hub Sign is limited to the following:
  - Town sponsored events;
  - Ross Valley\* accredited or licensed schools (pre kindergarten through 12th grade, both public and private schools);
  - Ross Valley\* Youth Organized Sporting and Cultural events;
  - Organizations located in Ross Valley\* which have received tax exempt status pursuant to Internal Revenue Code Section 501 (6); and
  - Merchants associations located in the incorporated San Anselmo and established as of the adoption date of this Resolution.

\* Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax and Ross.
2. The Town reserves the right to refuse to issue a permit on the grounds that the Street Banner or Hub Sign pertains to public debate of a controversial topic. In the event of such denial, the applicant may appeal directly to the Town Council, which shall hear the matter at the next meeting when it can be properly noticed.
3. Street Banners and Hub Signs are for **SPECIAL EVENTS**. The copy on the Street Banner and Hub Sign may include only the title of the event (including the sponsoring organization(s), time, and location of the event).
4. A permit is required for a Street Banner and a Hub Sign. Application forms are available at both the Planning Department, located at 525 San Anselmo Avenue, San Anselmo, and the Recreation Department, located at 1000 Sir Francis Drake Boulevard, San Anselmo.
5. A completed application and applicable fee must be submitted in order to reserve a date. Applications must be received a minimum of ten (10) business days prior to being hung. The street banner and/or hub sign must be delivered a minimum of three (3) business days prior to scheduled installation date. All submittals shall be brought to the Recreation Dept. Offices at 1000 Sir Francis Drake Boulevard, #14.
6. Banners/signs will be hung Tuesday to Tuesday, for one week only.
7. All banners must be picked up from the San Anselmo Recreation Offices within two (2) weeks of the permit end date. A storage fee of \$25 will be charged for any banners not picked up within two weeks. Additional storage fees will be charged at a rate of \$25 per two weeks.
8. Applications for street banners and hub signs are accepted up to one year in advance of the requested date.
9. Street banners and hub signs must meet all Town specifications in order to be hung. **Fees will be forfeited if specifications are not met.**
10. The Town will not be responsible for any damage sustained to street banners and hub signs.

11. If staff is unable to hang a street banner or hub sign due to unforeseen circumstances, no refund will be issued.

- **STREET BANNER SPECIFICATIONS**

1. Banner must be prepared in accordance to the specifications provided on the attached Street Banner Specification sheets (**Attachment #1** <Sir Francis Drake Blvd banner> )
2. Banners not meeting these specifications will not be installed and no refund will be issued.

- **HUB SIGN SPECIFICATIONS**

1. The sign must be made vinyl banner material..
2. The sign must be eight (8) feet wide by four (4) feet high.
3. Please see **Attachment #3**: Four grommets on the top of the hub sign and four grommets on the bottom of the hub sign. The corner grommets should be 7 feet 10 inches apart. The middle two grommets should be 30  $\frac{3}{4}$  inches from the right side and 62  $\frac{5}{8}$  inches from the right side. Please review photo for clarification.



# TOWN OF SAN ANSELMO

## APPLICATION FOR STREET BANNERS AND HUB SIGN

Submit application & fee to the Town of San Anselmo Recreation Department

1000 Sir Francis Drake Blvd. #14, San Anselmo, CA 94960 - Phone 415-258-4640 Fax 415-455-8229

Please make checks payable to: Town of San Anselmo

*We wish to hang a (check one):*

**Street Banner (Sir Francis Drake)**  
**\$325/week**

**Hub Sign**  
**\$105/week**

**Requested Dates (banners/signs are hung on Tuesdays):** \_\_\_\_\_

***Please fill out completely:***

Name of Organization: \_\_\_\_\_ Phone \_\_\_\_\_

Check the category below that applies to your organization:

- Town sponsored events;
- Ross Valley\* accredited or licensed schools (pre kindergarten through 12th grade, both public and private schools);
- Ross Valley\* Youth Organized Sporting and Cultural events;
- Organizations located in Ross Valley\* which have received tax exempt status pursuant to Internal Revenue Code Section 501 (6)

Specify category: \_\_\_\_\_

- Merchants associations located in the incorporated San Anselmo and established as of the adoption date of this Resolution.

\* Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax and Ross.

Address of organization: \_\_\_\_\_ City/Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

***Complete the information on the next page →***

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location/Address of Event \_\_\_\_\_

Exact copy (wording) that will be on the banner or sign: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Any changes must be approved at least 30 days in advance of hanging)*

**OFFICE USE ONLY**

Recreation Office: Date Received: \_\_\_\_\_ Payment Date \_\_\_\_\_

Notes: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Dannielle Mauk, Community Services Director  
Town of San Anselmo

*Approved*

*Denied*

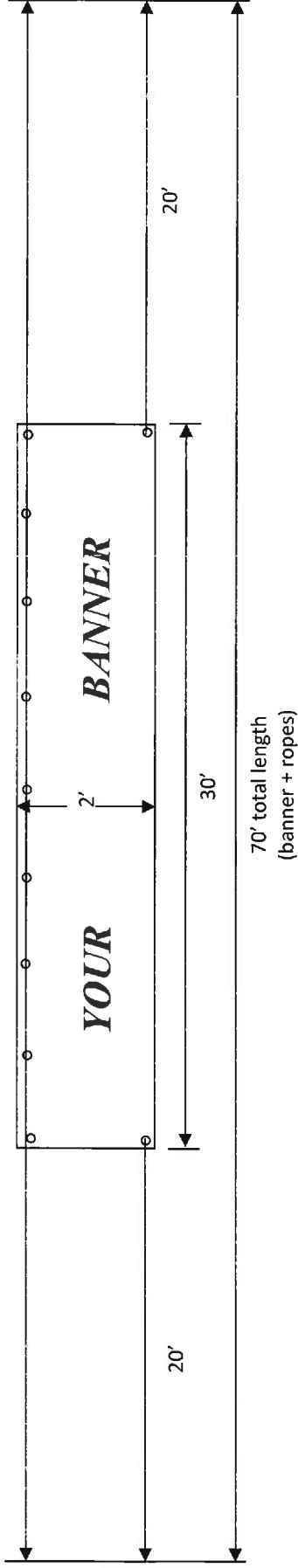
*Reason for Denial:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# TOWN of SAN ANSELMO STREET BANNER SPECIFICATIONS

Sir Francis Drake Boulevard Banner



- **BANNERS** must be 30' in width (optimal) with grommets at all four corners with additional grommets (minimum of 6) along top of banner. **BANNERS** may be up to 35' wide with approval. **BANNERS** must be 24" (2') in height.
- **STEEL** carabiners (see Graphical #A) must be attached to all grommets when banner is submitted. Banners submitted with aluminium carabiners will not be installed.
- **BANNERS** must have rope threaded through top grommets of no less than 70' in length, with no less than 20' of rope at each end of banner.
- **BANNERS** must have rope of no less than 20' in length securely fastened to each of the grommets on the bottom corners of banner and have wind slits.
- **BANNERS** not meeting these specifications will not be installed and **no refund issued**.

For additional information or clarification, please contact

Front Desk at (415) 258-4640 frontdesk@townofsananselmo.org



San Anselmo Recreation Department  
1000 Sir Francis Drake Blvd. #14  
San Anselmo, CA 94960  
P. 415.258.4640  
f. 415.455.8229  
e. recreation@townofsananselmo.org

