



Municipal Works Department
188 Kipling Street SE
Medicine Hat, Alberta T1A 1Y3

Phone: 403.529-8177
E-mail: TrafficAccom@medicinehat.ca
www.medicinehat.ca

Banner Sign Installation Request Form

DATE: _____

Applicant Contact Information:

CONTACT NAME: _____

PHONE NO: _____ CELL PHONE NO.: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

Banner Installation Information:

LOCATION(s): _____

START DATE: _____ END DATE: _____

LOCATION DRAWING ATTACHED: YES NO

BANNER DRAWING ATTACHED: YES NO

Please read and accept the **Terms of Application** governing the use of **banner signs** on the following page.

Terms of Application

1. Only non-profit organizations will be considered, and each groups request will be evaluated on its own merit.
 2. An approved banner request is only valid for the duration specified on the request form for a maximum duration of four (4) weeks. Additional time allocations may be considered if no other requests are received for that particular time period. Additional time will be reviewed by Municipal Works at the time of the request.
 3. Installation, removal and maintenance of such fixtures are the responsibility of the applicant.
 4. The Applicant shall maintain and keep in force in forms acceptable to the City the insurance coverage listed in this provision and shall provide a Certificate of Insurance in a form satisfactory to the City. The insurance coverage required is:
 - a) Commercial General Liability insurance with limits of not less than Two Million (\$2,000,000.00) Dollars per occurrence. The policy shall include to the satisfaction of the City:
 - i) The naming of the City of Medicine Hat as additional insured;
 - ii) A standard non-owned automobile policy;
 - iii) A blanket contractual liability endorsement;
 - iv) Coverage for products and completed operations;
 - v) Coverage for Cross Liability;
 - vi) No Exclusion for Participant's Liability
 - b) Automobile Liability Insurance (Owner's Form), IF APPLICABLE, in respect to all vehicles used in the performance of this Event, with limits of not less than Two Million (\$2,000,000.00) Dollars inclusive per occurrence for bodily injury, death, and damage to property.
- All insurance policies maintained by the Applicant under this Agreement shall be with insurers licensed to underwrite insurance in Alberta, signed by representatives licensed to do so in Alberta, endorsed to provide the City with no less than thirty (30) days' written notice in advance of any cancellation, change or amendment restricting coverage and shall waive every right of subrogation by the insurer against the City.
5. Any damage occurring to any light standard/ lamppost from the installation, removal, or the banners themselves will be repaired by Municipal Works at the cost of the applicant.
 6. A detailed drawing of the banner must include the following information:
 - a. Material type
 - b. Dimension of banner
 - c. Content on banner
 - d. How banner will be attached to light standard/ lamp post

The drawing must be provided with the application and approved by the Municipal Works Department.

7. Banner Content Guidelines:
 - a. No private function/events
 - b. No political content
 - c. No religious content
 - d. No racial or discriminatory content
 - e. No private business advertising

Banner content must be reviewed and approved by the Municipal Works Department.

8. A map or drawing of the location(s) of where the banners will be installed must be provided with the application and approved by the Municipal Works Department.
9. An approved traffic accommodation is required for the installation and removal of banner signs.
10. If the applicant is found misusing any light standard/ lamppost for the use of the installation of banners, the Municipal Works Department has the right to remove the banners at the cost of the applicant:
 - a. Misuse of light standard(s)/lamppost(s) includes, but is not limited to: non-approved banners installed on light standards or lampposts, intentional damage or graffiti to light standards or lampposts, banners remaining installed longer than approved duration, content of banner has not been approved by the Municipal Works Department, etc.
11. The approval of banner installation on light standards/ lampposts, including the content of the banner, is at the sole discretion of the Municipal Works Department.

Acceptance of Terms

I _____ agree to comply with the **Terms of Application**, and fully understand that failure to comply with these terms may result in discontinued use of any light standard or lamppost the applicants banners are installed on.

Signature: _____ Date: _____

FOR MUNICIPAL WORKS USE ONLY	
REVIEWED BY:	
DATE REVIEWED:	
REVIEWED BY:	
DATE REVIEWED:	
APPROVED BY:	
DWIGHT BROWN, P. ENG., GENERAL MANAGER, MUNICIPAL WORKS	
DATE APPROVED:	

Completed applications can be delivered to the Municipal Works Department located at 188 Kipling Street SE or emailed to TrafficAccom@medicinehat.ca

For any questions or assistance in filling out the application form, please contact the Municipal Works Department at 403.529.8177 or TrafficAccom@medicinehat.ca.