City of Thousand Oaks
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362
Telephone (805) 449-2400 FAX (805) 449-2475

Permit No. _____
Date _____

BANNER APPLICATION

Name of Organization: _____

Address: _____

_____

Contact Person/Title: _____

Contact Phone Number: _____

Purpose of Organization/Event: _____

Signature of Authorized Agent: _____

Non-Profit Tax Exempt No.: (If Applicable) _____

Banner Text: _____

Date(s) of Event: _____

Display of Banners: Installation Date(s): _____

Removal Date(s): _____

Installer Information: Name: _____

Address: _____

Contact Person/Phone: _____

Required attachments:

1. List or map of locations for hanging banners.
2. Final artwork/text for banner design and mounting hardware. Banner must be less than 18 sq. ft.
3. Certificate of Insurance for General Liability from Organization with limits of $1,000,000 with the City as an additional named insured. Company to be installing and removing banners must also submit a Certificate of Insurance with the same limits with the City as an additional named insured, unless the applicant chooses to insure them.
4. Signed Indemnity and Hold Harmless Agreement.
5. a. Security Deposit in the amount of $1,000.
   b. Permit Fees – one-half hour for processing; one-half hour for inspection.

FOR CITY USE ONLY

ISSUED BY:

City Manager's Office _____ Title: _____

Public Works Department _____ Title: _____

Trust Fund Acct No.: _____ Receipt No. & Date: _____

HOLD HARMLESS STATEMENT
FOR BANNER(S)

The undersigned shall hold the City of Thousand Oaks and its elective and appointive boards, commissions, officers, agents, and employees harmless from and defend against any liability for damage or claims for personal injury, including death, as well as from claims for property damage which may arise in connection with the hanging of banners from street light poles or other utility poles under Encroachment Permit No. _____.

It is also understood and agreed that the undersigned shall fully indemnify and hold the City of Thousand Oaks harmless from any liability imposed for injury occurring by reason of anything done or omitted to be done under or in connection with Encroachment Permit No. _____.

Date: _____

_____
Name of Permittee

_____
Signature of Responsible Party Title