

## ***GATEWAY BANNER PILOT PROJECT POLICY***

---

### **DESCRIPTION**

The gateway banner poles are located on the corner of Portage Road and Highway 99, behind the Gateway sign. Community organizations may make an application to book this space for the hanging of a banner in promotion of community events.

For the purposes of this policy:

***Community Organizations*** are defined as Pemberton and SLRD Area C based non-profit groups, committees, teams, agencies or organizations which promote positive and non-discriminatory community-minded interests.

***Community Events*** are defined as events organized or sponsored by community organizations which promote or support the organization's goals.

Under the above definitions, the Village of Pemberton will not consider applications from businesses or individuals whereby the purpose of the banner is promotion for-profit or political, religious, or personal campaigns. The Village of Pemberton reserves the right to decline any application it deems inappropriate.

The Gateway Banner Pilot Project has a duration of one year, ending Tuesday, September 4, 2012. Please note: As this is a Pilot Project, terms and conditions of this project may be subject to change or the program may be cancelled after September 2012.

### **APPLICATIONS**

Applications must be completed by the organization using the *Gateway Banner Application* (attached to and forming a part of this policy) and submitted to the Village of Pemberton by mail, email, fax, or in person. **The Village will not accept applications made verbally over the telephone.** *Gateway Banner Applications* are available at the Village Office and at [www.pemberton.ca](http://www.pemberton.ca).

Once the Village receives an application, it will be reviewed internally and a Confirmation of Approval forwarded to the applicant via their method of preference as indicated in the application. Bookings are taken on a first come, first serve basis.

Display of each banner is to be limited to two (2) weeks in advance and for the duration of the event. Bookings should be made at least two (2) weeks prior to the date installation is requested. **The Village of Pemberton reserves the right of final approval of banner artwork.**

**Bookings for the Gateway Banner Pilot Project will be taken up to August 21<sup>st</sup>, and banners will not be displayed past the September 4, 2012 Pilot Project Deadline.**

### **COST**

An administrative fee of \$35.00 will be made at the Village Office by cash, cheque, or interact, no later than three (3) business days prior to the installation of the banner. There will be no cost for the installation or removal of the banners.

### **INSTALLATION and TAKE-DOWN**

**The banner will be delivered to the Village of Pemberton Office (7400 Prospect Street) along with full payment (see above) no less than three (3) business days prior to the date of installation** as indicated by the Village of Pemberton in the Confirmation of Approval. The banner may be picked up by the organization at the Village of Pemberton office the first business day after the take-down of the banner. Any banner left at the Village Office for longer than two weeks may be disposed of by the Village.

Should the organization wish to install the banner themselves, organizations **MUST** contact the Public Works Department prior to installation for direction on correct installation.

### **BANNER SPECIFICS**

The banner must be essentially non-commercial, however a corporate sponsor's name or logo may form part of the message so long as it does not exceed more than 10% of the total banner area. The banner will be produced by a professional sign maker at the expense of the Community Organization to the following specifics:

#### Material:

- ❑ Banner must be made of a sturdy material (ie: heavy fabric, heavy rubber, canvas).
- ❑ Grommets along the top to be placed at 30 cm intervals and along the bottom at 60 cm intervals. Wind holes of 7 – 10 cm in diameter per .09m<sup>2</sup> (1sq. ft.) of banner.

#### Dimensions:

- ❑ Banner size not to exceed 12 ft. x 3 ft. or less than 6ft. x 3 ft.

The banner will remain at all times the property of the community organization. The Village of Pemberton is not responsible for any damages incurred to the banner due to inclement weather.



# GATEWAY BANNER PILOT PROJECT APPLICATION

<b>Name of Community Organization:</b>		<b>Date of Application:</b>
<b>Contact Name:</b>	<b>Phone Number:</b>	
<b>Mailing Address:</b>	<b>Email:</b>	
<b>Content of Banner: (attach sketch/proof)</b>		
<b>Dates Requested</b> - limited to two (2) weeks in advance and for the duration of the event. Bookings are taken on a first come, first serve basis.	<b>Installation Date:</b>	<b>Take Down Date:</b>
<b>I prefer to receive a Confirmation of Approval via:</b> Email         Mail		
<p><b>All banners must be fabricated to the following specifications:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Banner must be made of a sturdy material and weatherproof (ie: heavy fabric, heavy rubber, canvas)</li> <li><input type="checkbox"/> Banner size not to exceed 12 ft. x 3 ft. or less than 6 ft x 3 ft</li> <li><input type="checkbox"/> Grommets along the top to be placed at 30 cm intervals and along the bottom at 60 cm intervals.</li> <li><input type="checkbox"/> Wind holes of 7 – 10 cm in diameter per .09m<sup>2</sup> (1sq. ft.) of banner.</li> </ul>		
I have <b>read and agree</b> to the conditions as established in the Gateway Banner Pilot Project Policy	<b>Signature &amp; Date:</b>	<b>Name (please print):</b>
Please return this completed application to the Village of Pemberton: PO Box 100, 7400 Prospect Street, Pemberton, BC V0N 2L0. Fax: 604.894.6136, Email: <a href="mailto:admin@pemberton.ca">admin@pemberton.ca</a>		

	<b>Gateway Banner Application</b> <b>CONFIRMATION OF APPROVAL</b>		<b>VoP Staff Initial:</b>  <b>Date:</b>
<b>APPLICANT INFO:</b>	<input type="checkbox"/> The application has been approved	Please see information below.	
	<input type="checkbox"/> The dates requested are not available	Alternative dates:	
	<input type="checkbox"/> The application has not been approved	Reason:	
<b>INSTALLATION DATE:</b>	<b>TAKE-DOWN DATE:</b>	<b>PAYMENT AMOUNT DUE:</b>	<b>OFFICE USE:</b> Invoice No. _____  Payment received: _____  Method: _____
<b>APPLICANT:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please ensure you review and understand the banner specifications before producing the banner. Please contact the Village Office if you have any questions.</li> <li><input type="checkbox"/> Please deliver the banner to the Village of Pemberton Office (7400 Prospect Street) during regular office hours, 8:30am – 4:30 pm Mondays through Fridays, along with administrative fee no less than three (3) days prior to the installation date. The banner will be installed and taken down by the Village of Pemberton Works Department.</li> <li><input type="checkbox"/> The banner may be picked up by the organization at the Village of Pemberton office, the first business day after the take-down date. Any banner left at the Village Office for longer than two weeks past the take-down date may be disposed of.</li> </ul> <p><b>Disclaimer:</b> The Village of Pemberton reserves the right of final approval of banner artwork. The Village of Pemberton is not responsible for any damages incurred to the banner due to inclement weather.</p>			
VILLAGE OF PEMBERTON PO Box 100, 7400 Prospect Street, Pemberton, British Columbia CANADA V0N 2L0 P: (604)894.6135   F: (604)894.6136   E: admin@pemberton.ca   W: www.pemberton.ca			

