



CITY OF PORT MOODY  
100 Newport Drive  
Port Moody, BC V3H 3E1  
Phone: 604-469-4618  
FAX: 604-469-4533

## MOODY STREET OVERPASS BANNER PLACEMENT REQUEST FORM

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Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

LOCATION OF PERMITTED USE: MOODY STREET OVERPASS WESTBOUND

**PERMITTED USE:** Permission is hereby granted by the City of Port Moody for the placement of a banner on the below-mentioned dates at the Moody Street Overpass provided the following provisions are met:

1. Each organization may advertise a particular event twice annually.
2. Each request will be for a maximum two (2) week period and be non-consecutive.
3. Banner to be mounted on (date): **Monday** \_\_\_\_\_ and be removed no later than (date): **Sunday** \_\_\_\_\_.
4. Connection to the structure is to be mounted with appropriate galvanized hardware and fasteners to avoid vandalism/falling down.
5. When attaching banners to overpass please ensure that all zap straps are facing down or facing away from the sidewalk. Zap straps are **NOT** to be facing the sidewalk. The City, as its discretion, has the right to remove any banner that is not attached properly to the overpass.
6. The City will not assume **ANY** responsibility for any claims that may arise due to the banner falling, etc.
7. Mounting and removal of the banner is the responsibility of the applicant and if the banner requires remounting, the applicant will be expected to do so.

**THE APPLICANT AGREES** to the terms stipulated herein and further agrees to indemnify and save harmless the City against any and all claims, actions or expenses whatsoever or by whomsoever brought against the City by the reason of the City granting us this Banner Placement Request.

**ISSUED BY:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Community Services Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## BOOKING PROCEDURES

*These procedures are to determine the priority and procedures for permitting banners to be erected on the Moody Street Overpass which allows registered non-profit and service groups the opportunity to advertise/promote their events and or functions.*

*The term "banner" is defined as a temporary sign that is constructed as per the City's specifications.*

### **Priority order of banner reservations:**

1. City functions, events and notices.
2. City partner organizations such as Port Moody Arts Centre, Museum, Golden Spike Days etc.
3. Port Moody registered non-profit organizations.
4. Tri-City registered non-profit organizations.
5. All other registered non-profit organizations (lower mainland, provincial, federal).

### **All banner bookings must be conducted through the following:**

City of Port Moody  
Community Services Department  
2<sup>nd</sup> floor City Hall  
100 Newport Drive  
Port Moody, BC V3H 3E1  
Phone 604 469-4618  
Fax 604 469-4533

- Banner space will be booked on an annual basis from January to December, inclusive.
- Banners will be booked on a weekly rotation starting with the Monday of each week, and removed on the Sunday of the 2<sup>nd</sup> week (if two weeks are required).
- Placement and removal of banners is the sole responsibility of the applicant.

## BANNER REQUIREMENTS

**The following standard requirements must be met before the permission is granted.**

1. Banner size must not exceed 20 ft in length (15 - 20 ft preferred) or 3 ft in height.
2. Banner must have grommets evenly spaced on top and bottom of banner and spacing of these grommets shall not exceed 48".
3. Banners must be affixed to railing with 3/8" wide (minimum) Zap Straps.
4. Banners should be constructed of durable cloth or plastic materials which will easily withstand the natural elements. Paper, metal, wood, coroplast or other solid materials which may be easily torn or separated from the banner or which could potentially cause damage to passing vehicles or pedestrians are prohibited.
5. The City will have the final authority to determine whether any banner complies with the adopted standards and whether the banner may be displayed.