



200 N. Lake Street  
Cadillac MI 49601  
Phone (231) 775-0181  
[www.cadillac-mi.net](http://www.cadillac-mi.net)

Today's Date \_\_\_\_\_

City Received Date



### Banner Request Form

**Monday Banner Start Date** \_\_\_ / \_\_\_ / \_\_\_

**Monday Banner End Date** \_\_\_ / \_\_\_ / \_\_\_

**(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day)  
(Banners may only be requested for one week at a time per form)**

Reason for Banner \_\_\_\_\_

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

#### **City of Cadillac & State of Michigan Guidelines:**

- \_\_\_\_\_ Banner requested date is a minimum of 2 months prior to display date requested.
- \_\_\_\_\_ Banner picture or a design proof is **attached with this request form** or it will not be approved.
- \_\_\_\_\_ The City reserves the right to determine when the banner is hung during inclement weather.
- \_\_\_\_\_ The City is not responsible for any damages to the banner.
- \_\_\_\_\_ Banner requested is for a reasonable and public purpose.
- \_\_\_\_\_ Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature.
- \_\_\_\_\_ The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services.
- \_\_\_\_\_ The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line.
- \_\_\_\_\_ Banner does not contain an address or directions to location.
- \_\_\_\_\_ Banner meets all the design specifications on the back of this form.
- \_\_\_\_\_ The banner will be delivered to City Garage a minimum of **1 week before** banner is to be displayed.  
City Garage is located at *1001 6<sup>th</sup> Street* and hours. Call Street Supervisor at (231)920 -7800 to schedule time.
- \_\_\_\_\_ Banner will be picked up within **1 week after** being displayed; if it is not picked up, the banner will be disposed of.

Form must be mailed or delivered to the above address or emailed to: [javila@cadillac-mi.net](mailto:javila@cadillac-mi.net) **(No Faxes accepted)**

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

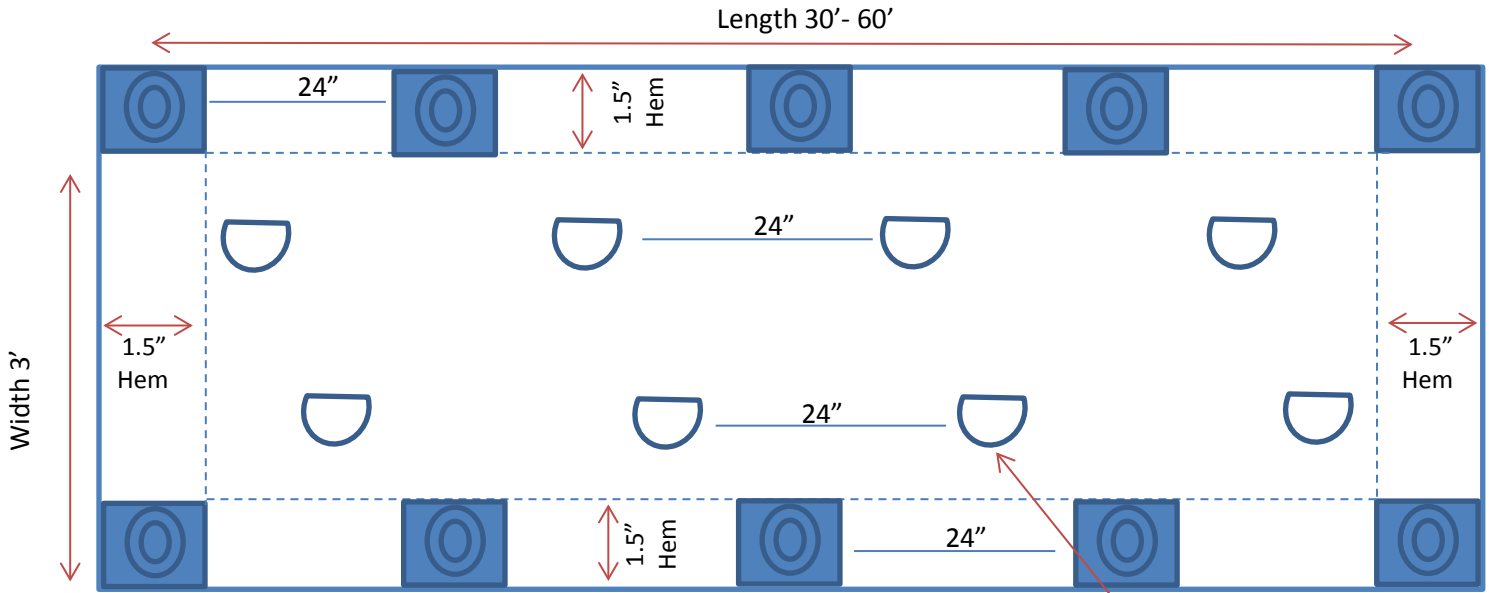
***Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.***

*For Office Use Only*

Streets _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
State of Michigan _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

# Banner Specifications

- Banner must be made of a minimum of 18 oz. vinyl or of comparable material
- Hem must be 1.5" double folded and stitched on inside & outside
- Grommets must be a minimum of # 4 Spur and not more than 24" apart along top & bottom
- Wind Vents must 12-18" semi-circle openings and not be more than 24" apart



**Grommets:**  
Minimum of #4 Spur  
Spaced maximum of 24" apart

**\*\*Drawing is not to scale\*\***

**Wind Vents:**  
12" diameter semi-circle openings  
Spaced maximum of 24" apart

**Attach a photo of the banner or provide a detailed design proof  
(Request will not be approved without a proof or picture)**