



## CITY OF BOWLING GREEN OHIO

### Horizontal Banner Permit Application

*Codified Section 115.02 (B)*

#### GUIDELINES

Horizontal banner permit applications must be submitted, at minimum, 10 days in advance of installation date desired. Permits shall be granted on a first come, first serve basis for the available dates but not prior to the first business day of the calendar year for which the request is made. {115.02 (B)(4)(c)} The maximum length of display shall be two (2) weeks. No organization may have more than two permits in a year separated by a minimum period of one month. {115.02 (B)(5)}

Banners shall be constructed in accordance with the specifications outlined in Section 115.02 and shall display no commercial advertising messages (**read *Codified Ordinances* at [www.bgohio.org](http://www.bgohio.org) Section 115.02(C)**).

#### SUBMIT THE FOLLOWING:

1. Completed Horizontal Banner Permit form
2. Proof of General Liability Insurance (must accompany permit application)
3. Permit and Installation Fee of \$125.00 payable to “City of Bowling Green”

Submit all documents to: Office of Municipal Administrator/Safety Director  
Third Floor, City Administrative Services Building  
304 North Church Street, Bowling Green, OH 43402

Questions about this form or the submission process may be directed to the Municipal Administrator’s Office at [bgcity@bgohio.org](mailto:bgcity@bgohio.org) (419) 354-6204.

Excerpts from Chapter 115.02. Full *Codified Ordinance* is available at [www.bgohio.org](http://www.bgohio.org)



Permit #: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
*To be completed by staff*

**CITY OF BOWLING GREEN OHIO**  
**HORIZONTAL BANNER PERMIT**  
*Codified Section #115.02 (B)*

Horizontal banner (downtown over Main Street) is only available for one established location.

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_

Organization applicant represents: \_\_\_\_\_

Banner construction company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date requesting banner to go UP: \_\_\_\_\_ Date requesting banner to come DOWN: \_\_\_\_\_

The banner will go up and come down on the first working day of the week weather permitting and are subject to the banner construction standards set forth in Section 115.02(B).

**Proof of Liability Insurance must accompany permit.**

Liability Insurance Received : YES or NO

**Permit & Installation Fee: \$125.00** Amount PAID: \_\_\_\_\_ Receipt#: \_\_\_\_\_  
(Cash or Check Made Payable to "City of Bowling Green")

Your signature below signifies that you have read and understand Bowling Green *Codified Ordinance 115.02(B)* and will abide by all requirements listed.

The banner is to be delivered to the Municipal Administrator’s Office 72 hours prior to the date they are requested for hanging and **MUST** be picked up within 48 hours after removal. The City will NOT take responsibility for banner storage. Banners not picked up are subject to discard.

\_\_\_\_\_ agrees to indemnify, defend and hold the City of Bowling Green and its officials, employees, volunteers, Board, and Commission members harmless from and against any and all actual or alleged demands, claims, damages, losses and expenses (whether caused in whole or in part by a party indemnified hereunder) related to a horizontal banner in conjunction with this application excepting only the sole negligence of the City of Bowling Green.

This indemnity, defense and hold harmless includes but is not limited to: injury to and other claims by advertiser and/or its subcontractors, vendors, suppliers, etc. and claims from all their respective employees, agents, relatives and estates; injury to third parties; damage to and/or loss of use of tangible property; errors or omissions including false or improper advertising; damage to and loss of use of City property; claims by City employees, their relatives or estates; attorney fees and other defense expenses arising out of or related to this banner application.

It is understood and agreed that the insurance requirements for the permit may not be adequate to fully protect the applicant. Any such insurance shortage will be the personal obligation of the applicant and/or its officers and officials.

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

Banner Permit Approved: \_\_\_\_\_  
Safety Director date