City of Poulsbo

COMMUNITY SIGN BOARD APPLICATION

www.cityofpoulsbo.com/hwy305

1. This application is for a one-week reservation. Installation is after 3 pm on your first Sunday; removal before 2 pm on the next Sunday. You may remove earlier; late removals may incur an additional charge.
2. Advertising is limited to special events and community activities for nonprofit organizations. Commercial advertising is not allowed per PMC 18.170.080.
3. Maximum Size: 11.5' wide x 8.5' high (138'' wide x 102'' high), double-sided colored 18 oz vinyl. Banner shall include wind slits and properly spaced reinforced grommets. Click for banner requirements.
4. Carabiners to assist with installation are located at each sign in a locked black box. The code to unlock the box is 751. You are required to leave all carabiners in the lockbox.
5. Applicants are required to watch the City's how-to installation video on our @PoulsboParksRec YouTube: https://youtu.be/VIOEmrj1Ogk
6. **Fee per sign: $75 per week / $150 for two weeks for events outside the Poulsbo City limits**; $50 per week / $100 for two weeks for events located inside the Poulsbo City limits. (Ordinance # 2014 -08)
7. Advertised message shall align with the City's mission, visions, and values; City reserves the right to deny an application if it does not so align.

Name of Event: _____

Date of Event: _____ Location of Event: _____

Describe Sign (list graphics & sign message): _____

Organization: _____ Non-Profit UBI: _____

Organization Mailing Address: _____

Contact Name: _____ Phone: _____

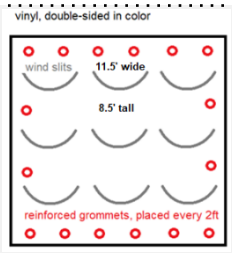
Email Address: _____

Sign Location: ☐ *(North) Highway 305 sign between Bond Rd. and Viking Ave.*

☐ (*South) Highway 305 sign near Hostmark St intersection.*

☐ Check that you have watched the City's how-to installation video (link above.)

Start Date of Rental Request: _____



The ~~applicant h~~ereby agrees to indemnify, defend, and hold the City harmless from any claim that the content of any advertisement on the applicant's sign infringes, defames, or any other claim, anyone's rights under local, state, or federal statute. In addition, the applicant agrees to indemnify, defend, and hold the City harmless for all claims, lawsuits, judgments, liabilities, damages, losses, costs, and expenses of any nature resulting from or caused by applicants accessing the City property to install their sign or from the installation itself.

_____ _____ _____

Parks and Recreation Approval *Applicant's Signature* *Date*

Amount Paid / Date Received: _____

Receipt # _____ Received by: _____

Return to:
Poulsbo Parks and Recreation
Physical: 19540 Front Street, Poulsbo, WA 98370
E-mail: parksrec@cityofpoulsbo.com
Questions call : 360.779.9898
Payment by credit/debit card/check payments made out to: "City of Poulsbo" and mailed to 200 NE Moe St. Poulsbo, WA 98370

9.19.24