



Please read these instructions carefully before submitting your banner application form.

The City of Bellevue allows banners above the roadway in two locations only: the pedestrian bridges over NE 12th Street between 108th and 110th Avenues NE, and over 148th Avenue SE between SE 16th and 22nd Streets. Coordination of banner placement is managed by Bellevue Parks & Community Services under a Right of Way Use Permit issued by the City of Bellevue's Transportation Department.

E-mail application to CWalker@bellevuewa.gov.

Banners may be placed only under the following conditions:

1. Banners must be for non-profit activities ONLY. Proof of tax exempt status under IRS guidelines may be required.
2. Priority is granted to City of Bellevue programs and events until January 15. After January 15, placement is first-come, first-served with dates reserved through Bellevue Parks & Community Services based upon the date the application is received.
3. Approval is for ONE banner per bridge. Applicant may request a second banner two weeks prior to the approved installation date. The second banner may be approved if no conflicting banner applications have been approved. Banner position will be assigned by Bellevue Parks & Community Services.
4. Banners may not include advertisement for any commercial entity unless such sponsorship is not a dominant feature of the banner. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
5. Banners are installed and removed on Tuesdays by Bellevue Parks & Community Services. It is the responsibility of the applicant to ensure banners are delivered to the City Hall Service First desk no later than 12:00pm (noon) on the Thursday prior to installation. If the Thursday prior to installation is an observed holiday, or City offices are closed, the banner must be received by 12:00pm (noon) on the previous business day. Installation by applicant is not permitted.
6. Banners, with limited exception, must be ten (10) feet wide by three (3) feet high. Grommets are required to be installed with a spacing of 24" to 30" on center. Installation, only to be completed by Bellevue Parks & Community Services staff, must utilize a minimum of 10 zip-ties through metal grommets on the banner. Other attachment devices may be used only under permission from Parks & Community Services. Neither the banner nor attachment devices may hang below the bottom of the structure bridge span.
7. Banners must be made of materials capable of withstanding a minimum of eighty (80) miles per hour wind load with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew. Twenty (20) 5-inch semi-circle wind slits may be required.
8. Banners must be labeled with an install date and removal date clearly written in permanent ink on the upper left corner of the back of the banner.
9. Banners not meeting specifications contained herein, or determined to be unsafe for installation, shall be returned to Applicant for modification. At no time will Bellevue Parks & Community Services install a banner that it determines may cause potential harm to life or property safety.
10. Applications must be received a minimum of four weeks prior to the requested placement of the banner(s).

11. Banners may be placed for up to ONE fourteen (14) day period. Banners will be removed by Parks & Community Services staff on the 7th or 14th day. Additional time may be requested no earlier than 14 days prior to the approved placement date and will be approved only if there are no other conflicting approvals. In no case will approval be granted for longer than 28 days for the same event or activity in any one year period. New applicants will have priority during any extended time period. Banners will be returned to Bellevue Parks & Community Services at Bellevue City Hall. If applicant does not pick up banner within two weeks, Parks & Community Services staff will dispose of the banner.
12. Bellevue Parks & Community Services will notify the applicant of approval, non-approval and/or date change requirements by e-mail.
13. Failure to obtain a permit or abuse of any conditions under this permit will cause the applicant's banner to be removed and discarded. History of abuse will be considered for future banner requests.
14. All banners shall be installed and removed by Bellevue Parks & Community Services staff. Banners installed or removed by the Applicant shall be subject to an installation and/or site preparation fee of \$20 per incident, in addition to established fees.
15. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:

Commercial General Liability insurance with minimum limits of \$1 million per occurrence/\$2 million aggregate with the City named as an additional insured on any policy for the purposes of addressing any claims or causes of actions that arise out of any actions performed under the terms of the permit. Said insurance shall be primary and non-contributory.

* *"Business day" is defined as any day the City of Bellevue is open for business.*

16. Should any term(s) of this document conflict with any codified statute, law, or regulation, that codified statute, law, or regulation shall take precedence.

For questions regarding these terms and conditions:

Contact: Colin Walker
Community Relations Coordinator
Bellevue Parks & Community Services
cwalker@bellevuewa.gov • 425-452-7248

Last modified January 16, 2013

Name of Banner: _____



Bellevue Parks & Community Services

Application for Banner Installation

148th Ave SE and NE 12th St Pedestrian Bridges

Applicant Name: _____

Applicant Email Address: _____

Organization: _____

Mailing Address: _____

City, State, ZIP: _____

24-Hour Contact Phone Number: _____

24-Hour Contact Name: _____

Placement Site(s) Requested:

NE 12th Street Pedestrian Bridge Eastbound Westbound

148th Ave SE Pedestrian Bridge Northbound Southbound

Date of: Placement: _____
Note: Must be a Tuesday

Removal: _____
Note: Must be a Tuesday

Please attach a draft of your proposed banner. Banner space will not be confirmed until your design has been received.

Fees: (Due on approval, non-refundable, payable by cash, check, or credit card)

City of Bellevue Department - Fees Waived

City-sponsored event – applicant must be City staff – Fees Waived
Note: City logo must appear on banner.

Non-Profit Organization - \$50 per banner Organization's EIN: _____

Applicant certifies that he/she is authorized to sign on behalf of Represented Organization, and Applicant and Represented Organization agree to hold harmless the City of Bellevue, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the Right of Way by the applicant.

Applicant Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____