

	Town of Qualicum Beach	Policy Manual
	Subject: Buildings and Grounds - Use of Town-owned Facilities - Banners on Memorial Avenue	
	Policy Number: 4004-8	

Purpose	<p>This policy is to establish controls and a clear process for application to temporarily advertise community events on the banner poles located at the tourism pull-out on Memorial Avenue.</p>
Policy	<p>Upon approved application to the Qualicum Beach Civic Centre, the Town may temporarily advertise community events on the banner poles located at the tourism pull-out on Memorial Avenue.</p>
Procedure	<ol style="list-style-type: none"> 1. Except for Town of Qualicum Beach events and public community events, only those events being held at a Town-owned facility will be considered for advertising. 2. The cost of banners shall be at the expense of the organization wishing to display the banners. 3. The Municipality is not responsible for the banners in any way such as storage, damage, theft, etc. 4. The applicant shall agree to indemnify and hold harmless the Town of Qualicum Beach from any damages resulting from the failure or malfunction of the applicant's banner(s). 5. Town of Qualicum Beach staff will erect all banners on the banner poles. <p>Requests for advertising community events will be considered in order of priority as follows:</p> <ol style="list-style-type: none"> 1. Community events organized by the Town of Qualicum Beach (e.g. Family Day, Mile Swim and Airport Appreciation Day); 2. Civic Centre/Community Hall events sponsored by the Town of Qualicum Beach; 3. Civic Centre/Community Hall events open to the public; 4. Major public community events, which have been, approved by the Town of Qualicum Beach (e.g. Fire and Ice, Show n' Shine, Moonlight Madness); 5. Non-profit organizations that hold a valid non-profit society registration number; 6. Private/Commercial community events.
Responsibility	<p>Civic Centre Employees, Town staff</p>
References	
Distribution	<p>Council All Departments</p>
Attachment	<p>Banner Pole Application Form</p>

Approved: 17 Mar 1997
Approved By: Council

Amended: 14 Jul 03, 24 June 09 & 10 Aug 09



TOWN OF QUALICUM BEACH

BANNER POLE APPLICATION FORM

DATE: _____

Part 1: APPLICANT INFORMATION	
Organization Name	Contact Name
Phone Number	Email Address
Location of Event	Date(s) of Event
Description of Event	

Part 2: BANNER REQUIREMENTS		
Size	No larger than 20' x 3.5' & no smaller than 12' x 2'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Material	Made of sturdy material (eg. vinyl)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wind Holes	Wind holes of 7-10 cm in diameter installed per square foot of banner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Picture	Image of banner showing content included with application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3: DISCLAIMER		
I acknowledge and confirm that the Town of Qualicum Beach is not responsible for any damages incurred to the banner due to inclement weather, vandalism, storage or theft.		
Print Name	Signature	Date

RULES & REGULATIONS

1. Completion of this application form is not a guarantee that your banner will be displayed.
2. Number of days that the banner will be displayed prior to the event will be determined by the Town of Qualicum Beach.
3. The Town of Qualicum Beach reserves the right to change, alter or refuse any or all requests.

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

IN PERSON: Town of Qualicum Beach, #201-660 Primrose Street, Qualicum Beach, BC
FAX: 250.752.1243
EMAIL: raugustyn@qualicumbeach.com

The Town Hall hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday. **General inquiries:** 250.752.6921

--- DEPARTMENT USE ONLY ---	
Approved	Date Approved
Date for Installation	Date for Removal