

Banner Permit #  
City of Ingram – 830-367-5115

Organization Name: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date-Banner Erected: \_\_\_\_\_ Date-Banner Removed: \_\_\_\_\_

1. ALL banners installed must be for events held in the City of Ingram or Kerr County ONLY.
2. Reservations limited to (2) events per year per organization; (additional events may be available after January 1, if space permits).
3. Banners will be accepted for solicitation or support of a community project or social institution, including, but not limited to:
  - A. Seasonal holidays such as Christmas or Easter
  - B. School activities
  - C. Charitable programs
  - D. Religious activities
  - E. Events of community interest
4. Banners will be installed for a period not to exceed for 4 weeks.
5. Permit fee per banner is \$80.00 – NON REFUNDABLE and is payable at time of reservation.
6. Banner must be delivered to Kerrville Public Utility Board (KPUB), Dispatch Division, 2250 Memorial Blvd, on Friday before installation on Monday of date reserved – you will not receive a reminder.
7. Banner must be picked up from KPUB within fifteen (15) days after it is taken down following notification from KPUB. Banner will be destroyed if not picked up.

**By signing this form, I understand and will observe the above regulations:**

X

\_\_\_\_\_  
Organization representative

\_\_\_\_\_  
Date

# BANNER DESIGN CRITERIA

## CONSTRUCTION

THE CONSTRUCTION OF BANNERS MUST MEET THE FOLLOWING CONDITIONS:

1. Banners shall be no larger than 50" (inches) in heights by 36' (feet) in length.
2. No more than 75sq. ft. of the surface area shall be used for lettering, decal, insignia, etc.
3. The banner must have metal clips fixed to the top of the banner to attach the banner to the span wire. These clips must be designed to withstand normal wind loading and be sized to fit a 3/8" steel guy cable.
4. Tiedown ropes must be 1/4" nylon or material of equal or greater strength. This requirement shall not be construed to include material such as chain, steel cable or other material capable of inflicting damage should they become loosened.
5. Banner material should be sufficiently durable to withstand normal wind loads and deterioration by the elements for the period of time the banner remains erected. Any banner which becomes damaged will be removed immediately, by order of the Mayor. Only banners made of light weight, mesh-type banner material are acceptable.
6. Lettering and devices on banners shall be of cloth, or a material that will cause no damage should it become loose and fall while banner is erected.
7. **KPUB is responsible for erection and removal of banners only. The City nor KPUB accepts any responsibility for banners which are damaged or destroyed or left at KPUB after 15 days of removal from banner location.**

If the banner does not meet these criteria, no permit will be issued nor will such banner be installed.