

APPLICATION FOR BANNER DISPLAY

City of Tomball-Public Works Department

501 James Street
Tomball, Texas 77375
(281) 290-1400
Fax (281) 351-4735

1. Application must be made at least one (1) month in advance but not more than twelve (12) months advance.
2. A \$75.00 fee per week is required at the time of application for hanging and removing banner. Applications are on a "first come-first served" basis.
3. The banner will be displayed in the 700 block of W. Main Street. Only one (1) banner will be displayed at a time. A banner may hang for a maximum of two (2) weeks.
4. The banner shall be picked up within one (1) week after expiration date. Owner will be assessed \$2.00/day storage fee if not picked up within the one (1) week period.
5. A TxDOT application for "Use of State of Texas Right-of-Way for Temporary Signs for Special Events" must be filled out and submitted along with City of Tomball reservation application and fees.

Allowable Displays

The following are banners permitted for display:

- Promotions for entertainment, recreational, educational, festival or sporting events sponsored by local non-profit community service organizations
- Promotions of fund raising events sponsored by local non-profit community service organizations
- Activities sponsored by the City of Tomball

Name: _____ Email _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Cell: _____

Name of Organization: _____ Type of Organization: _____

Purpose of Banner: _____ Date of Event: _____

Federal I.D. _____ Payment of Fee: Cash ___ Money Order ___ Check ___ Credit Card _____

Date for display of banner: Beginning _____ Ending _____

I/We understand and agree to abide by the City of Tomball's Banner Policy. I/We understand that it is my/our responsibility to contact the City of Tomball Public Works Department, 501 James Street, to receive sign specifications and material needs, all to be provided by and at my/our expense. In order to allow time for another organization (or entity) to make a reservation to have their banner over Main Street, cancellations must be received in writing at least 60 days prior to the first day that the banner is scheduled to be put up. Cancellations received after this deadline will forfeit a fee refund.

Banner will be delivered to the Public Works Dept. by _____, which is a minimum of one (1) week before date to be displayed.

Signature of Applicant/Representative for Organization Title **Date**

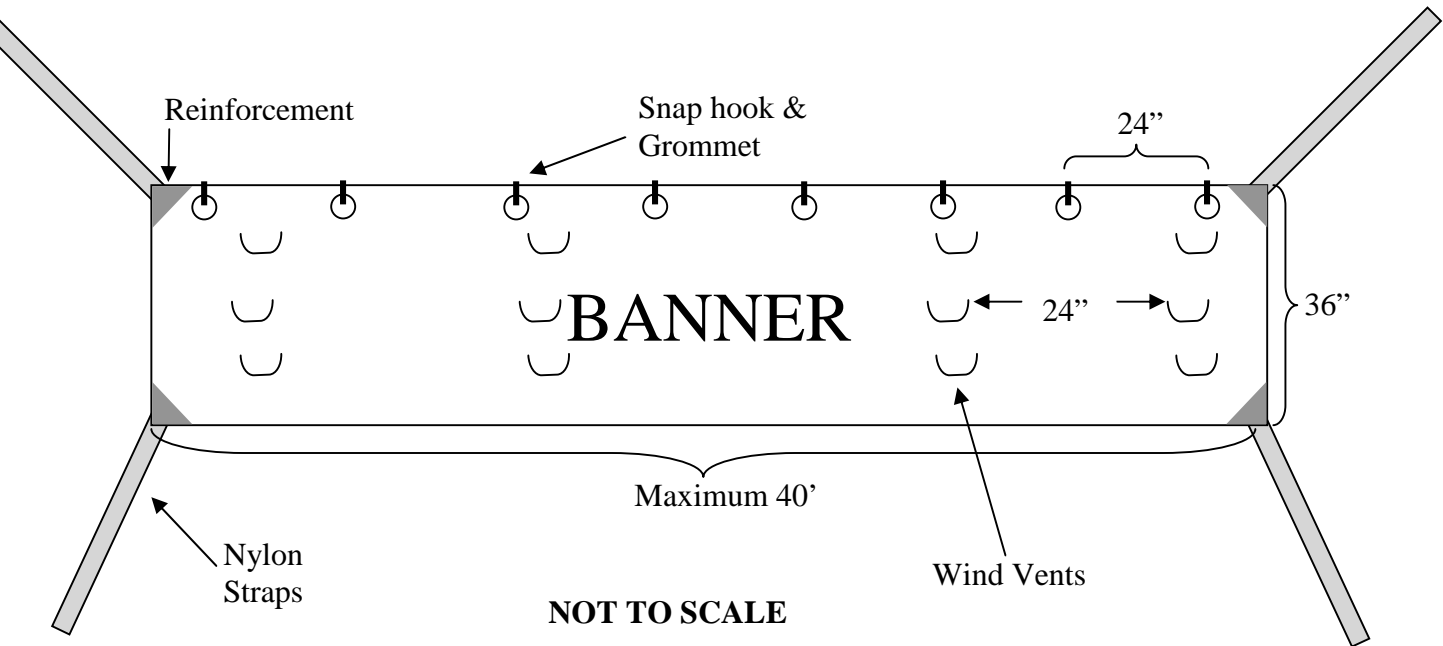
Confirmation of Banner by signature below only! Application subject to a 24 hour application review period prior to approval by City Administration.

City of Tomball :(Staff) _____ Date: _____

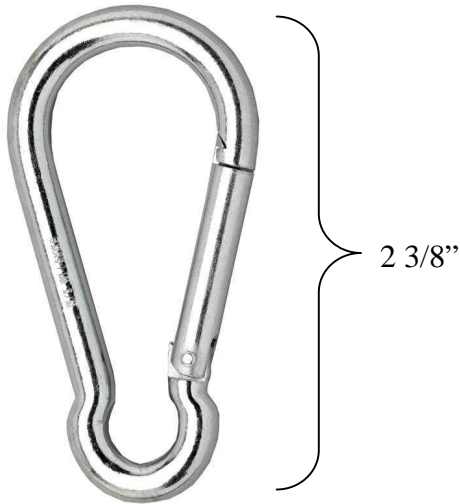
Specification & TxDOT Application attached

Banner Size & Configuration

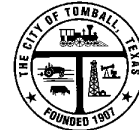
1. Holes in banner must have brass grommets 24" apart.
2. Banner must have wind vents every 24" apart.
3. Rope & banner must total no less than 70' top & bottom.
4. 3/8 nylon rope must be provided.
5. Snap hooks need to be in each top grommet. The snap hook must be 2 3/8".
6. It is recommended to have all corners reinforced.
7. Nylon straps must be 5' long, and 1" wide at all four corners.



Snap Hook



If you have any questions, please call:
Public Works Dept.
501 James
Tomball, Tx 77375
(281) 290-1400





Application for Use of State of Texas Right-of-Way for Temporary Signs for Special Events

Please print or type information

MNT 6-00

Date: _____

To the Texas Department of Transportation (TxDOT)
c/o Area Engineer John Elam, P.E., Texas

This form must be received at least 7 days prior to proposed use on the right-of-way.

Applicant _____

proposes to place a sign within the right-of-way of Highway FM 2920 Location 700 BLOCK OF WEST MAIN STREET, TOMBALL in HARRIS County, Texas.

Check here for placement of multiple signs and submit the information requested on the Supplemental Sheet.

The temporary structure/vehicle will be placed _____ feet from the roadway and will have the following characteristics:

Mounting Height 16' Thickness _____

Sign Dimensions (Height, Width, Length) 36" X 40'

Sign Material VINYL

Sign Support Dimensions 19.6'

Sign Support Material WOOD POLES

Proposed Text _____

Background Color _____ **Legend Color** _____

The right-of-way will be used **FROM DATE** _____ **TO DATE** _____

(maximum of 60 days) and the nature of the event is _____

The sponsor of the event, if applicable, is _____

I will avoid or minimize impacts, and will, at my own expense, restore or repair damage resulting from this event.

I will be responsible for any damages or accidents that may occur during the term of this permit and save TxDOT and the State of Texas harmless.

I will abide by all applicable federal, state and local environmental laws, regulations, ordinances, and any conditions or restriction required by TxDOT to protect natural and cultural resources of the right-of-way.

If this event causes hazardous traffic conditions to develop, I will cease the activity until corrective measures have been implemented.

It is expressly understood that TxDOT reserves the right to enforce the terms and conditions that it may deem necessary for the protection of the transportation facility and safety of the traveling public.

By signing below, I agree to the conditions/provisions included in this application. I am authorized to sign on the behalf of the organization holding the event.

Applicant _____

Mailing Address _____

By _____

Title _____

City _____ **State** _____ **Zip** _____

Signature _____

() - _____
Area Code _____ **Telephone Number** _____