

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

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

Telephone: \_\_\_\_\_ (work) \_\_\_\_\_ (fax)

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Purpose: \_\_\_\_\_

Preferred Start Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Preferred End Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

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### **APPLICATION PROCESS AND TERMS AND CONDITIONS**

1. A banner may be raised across a City street at only one location – over Queen Street (near City Hall) from 371 Queen Street (Greenarm Management building; Property Identification Number 01446160) and 378-384-386-390 Queen Street (Chippin building; PID of 75401257).
2. Anyone wishing to raise a banner completes this form and submits it to the:  
  
Special Events Co-Ordinator                      OR              Fax to:              506-460-2243  
Community Services Department  
City of Fredericton    OR              E-Mail to: [heather.brown@fredericton.ca](mailto:heather.brown@fredericton.ca)  
P.O. Box 130  
Fredericton, NB E3B 4Y7
3. The completed application must be accompanied by proof of a Comprehensive Policy of Public Liability and Property Damage insurance in the amount of two million dollars (\$2,000,000), with the City named as an additional insured for the banner and dates requested.
4. Applications are reviewed on a “first come – first serve” basis.
5. The time frame for which a banner may be displayed varies, based on availability of the site and demand. The time frame is determined by the Special Events Co-Ordinator, in consultation with applicant.
6. If the banner site is not available for the time period requested, the Special Events Coordinator contacts the applicant to make arrangements for an alternate time period.
7. If the application to raise a banner is approved, the applicant is sent a letter by the Mayor’s Office.
8. It is the responsibility of the applicant to have the banner raised and removed on the dates specified in the approval letter, and to immediately remove any torn or loose banner that may become a hazard to motorists or pedestrians.
9. Failure to remove a banner on the date specified or failure to remove a torn or loose banner or secure dangling ropes, results in the City of Fredericton removing the banner, with the cost of removal borne by the applicant.

*I, as the applicant, or on behalf of the applicant organization, acknowledge that I have read and understood the terms and conditions outlined above and agree to comply with them.*

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_