**Town of Oconomowoc**

**Town Banner Policy**

The Town of Oconomowoc provides six locations that are available for community groups and organizations to promote charitable and/or community events. The purpose of the program is to promote free, charitable community events. It is not for private business or events outside of the Oconomowoc area. *Note: Election campaign signs are not permitted on public right of way or on public property.*

**Eligibility**

The following groups/events are eligible to utilize the banner locations for promotion of charitable and/or community events.

* Community Organizations (Nonprofit) - Special Events/ Parades
* Oconomowoc Area Churches - Special Events
* Downtown Okauchee Business Association (DOBA) - Special Events
* Chamber of Commerce – Special Events
* Business or Organization that rent a Town Park to host a free community event.

**Application**

Eligible organizations may reserve/rent space for promoting their community events at the Town of Oconomowoc Town Hall, W359 N6812 Brown Street, Oconomowoc, Wisconsin. Applications for the current calendar year are accepted the first business day of the year.

**Available Site and Fees**

1. Banner #1: DPW Building Property $30
2. Banner #2: Ewald Soccer Park $30
3. Banner #3: Lac La Belle/Wis. Ave Stormwater Basin $30
4. Banner #4: Oconomowoc Lift Station $30
5. Banner #5: Brown Street Park & Ride $30

**Duration of Promotion**

Locations may be rented/reserved for one week only beginning at noon Monday and concluding at noon on the following Monday (7 days). Up to three (3) locations may be reserved at a time. Cost is $30 per space/week. Additional locations may be considered one week in advance of the event if space is available.

**Banner Specifications/Requirements**

* Standard vinyl
* 2’ or 4’ feet high by 8 feet wide (if banner is not this size, it will not be displayed)
* Reinforced corner grommets
* Wind slits
* Banner layout, language, components must be approved by Town Administrator. The Town of Oconomowoc reserves the right to refuse or remove any banner at any time.
* Banner must be delivered to the Town of Oconomowoc Town Hall by the Friday before your scheduled use. Pick up of banner is available the Tuesday after your scheduled use. Must be picked up within 3 business day or they will be disposed of.
* Town DPW staff will install and remove all banners.

**Application**

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

Full Address of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dates of Use: Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Circle Location(s):**

1. Banner #1: DPW Building Property $30
2. Banner #2: Ewald Soccer Park $30
3. Banner #3: Lac La Belle/Wis. Ave Stormwater Basin $30
4. Banner #4: Oconomowoc Lift Station $30
5. Banner #5: Brown Street Park & Ride $30

***I have read the rules and regulations of the policy and agree to the terms listed above. The Town of Oconomowoc is not responsible for damaged, lost or stolen signs or banners.***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use Below:

Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_