



“Welcome to Golden” Arch - Banner Information

The space under the “*Howdy Folks! Welcome to Golden*” arch on Washington Avenue is available to advertise only Golden-specific events. These events must be special events permitted by the City of Golden or events held on private property by a nonprofit organization.

Banners are reserved on a first-come, first-served basis by written application only and according to the schedule below. Special event holders may reserve banners for the week of, or the week preceding, their event when they notify the City of their event and include an application and payment for the week. Payment for the hanging of your banner must be received with the written application. The requested week is not guaranteed and you should not consider your banner application approved until you have received a notice from the City of Golden.

Banner requests may be submitted according to this schedule:

Banners Requesting to Hang	Submit Your Request
January – March	Beginning on November 1 of the preceding year
April – December	Beginning on January 2 (or first work day) of the same year

Once you receive confirmation of the dates, the banner must be delivered to City Hall, 911 10th Street, at least one week prior to its display. All banners will be displayed for one week only (Monday to Monday). **There is a \$125 placement and removal fee.** Banners must be picked up within two weeks following the event. Banners not picked up after two weeks may be discarded. Banners can be double-faced for viewing from both directions of traffic. Single-faced banners will be suspended facing 12th Street.

Banner Specifications

Banners must be made to the following specifications; banners not conforming to the required specifications will not be hung. Any substantial deviations from these specifications deem the banner unsatisfactory for display and it will be returned to the responsible organization:

- Hemmed overall size should be:
 - Height: a maximum of 34 inches tall
 - Length: 18 feet to a maximum of 27 feet long
- NO ROPE – please do not go to the expense of having rope sewn into your banner, it interferes with installation and will likely be cut away by city staff during the installation
- Material: sturdy cloth or vinyl to withstand weather. Air cut-outs for banners are required. The City reserves the right to place additional cut-outs if deemed necessary and is not be responsible for rips, tears or damages due to inclement weather or high winds. **Banners that are damaged due to weather will be removed and may be picked up or discarded.**
- Grommets: 3/8" grommets should be installed in all four corners, and as close to the corners as possible. Grommets should be installed at 2 foot increments along the top edge, no more than 1 and 1/8 inches from the edge. Grommets do not need to be installed along the bottom edge.

The City of Golden is the only entity authorized to suspend materials from the arch. The arch is owned by the City of Golden and, as such, the City reserves the right to deny any banner request. **The City of Golden does not permit any other signs or banners to be displayed on public property. Any unauthorized banners and signs will be removed and destroyed. For questions, please contact Diane Tiberi at (303) 277-8728 or email at DTiberi@cityofgolden.net**



“Welcome to Golden” Arch - Banner Request

Organization or Applicant Name: _____

Event Planner/Contact Person: _____

Date of Event: _____

Phone: _____ Email: _____

Week (Monday to Monday) desired for display:

First Choice: _____ Second choice: _____

\$125 placement and removal fee payable to the City of Golden is attached

Message of banner to be displayed: No more than 20 characters per line, up to 3 lines.

I have read, understand and agree to the regulations concerning the manufacturing specifications required and the display of banners under the downtown “Welcome to Golden” arch.

Applicant Signature

Date Signed