



**City of Healdsburg**  
**Community Services Department**  
 1557 Healdsburg Avenue  
 Healdsburg, CA 95448  
 (707) 431-3301 / Fax (707) 431-2852

### Application and Permit for Recreation Park Fence Banner

**Priority:**

1. City of Healdsburg sponsored events
2. City of Healdsburg co-sponsored events
3. Non-profit organizations for Healdsburg community events
4. Other local events

**Procedures:**

1. Fill out application form and return to City of Healdsburg with \$10 fee.
2. City Staff will contact applicant with approval or denial.
3. Applicant is responsible for putting up and taking down sign(s).

**General Policies:**

1. Sign requests are on first-come, first-served basis.
2. Sign may stay up a maximum of three weeks, unless otherwise approved.
3. Signs must not be hung without an approved permit from the Community Services Department. A \$20 fine will be charged for unauthorized signs.
4. Sign must be removed within two working days after scheduled event. Failure to do so may result in a \$20 fine for each day thereafter that the banner is not removed.
4. Sign shall not exceed 4 feet x 10 feet.
5. The "Art McCaffery Park" sign may not be blocked or covered.

|  |                                     |              |
|--|-------------------------------------|--------------|
| <b>Organization name:</b>                            |                                     |              |
| <b>Primary purpose and nature of organization:</b>   |                                     |              |
| <b>Applicant/Contact:</b>                            | <b>Day phone:</b>                   | <b>Cell:</b> |
| <b>Approval/Denial to be sent to (Contact Info):</b> |                                     |              |
| <b>Address:</b>                                      | <b>Fax number:</b>                  |              |
| <b>Nature of event:</b>                              |                                     |              |
| <b>Date of installation:</b>                         | <b>Date banner will be removed:</b> |              |
| <b>Size of Banner</b> (not to exceed 4' x 10')       |                                     |              |
| <b>Exact wording &amp; contents of banner:</b>       |                                     |              |
|  |                                     |              |
|  |                                     |              |

**HOLD HARMLESS:** *I agree to hold the City of Healdsburg, its officials, employees and agents from and against any and all claims, actions, damages, disabilities, or expenses for any personal injury or loss of property which I may suffer arising from my participation in this activity whether caused in whole or in part by myself, fellow participants or non-participants.*

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

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

*For Office Use Only*

|                              |                     |                 |
|------------------------------|---------------------|-----------------|
| Approved: Yes ___ No ___     | Signature:          | Date:           |
| Special Event Fee \$10 Paid: | Applicant Notified: | Staff Initials: |
| Parks Staff e-mailed:        |                     |                 |