

City of Oconomowoc
Department of Parks, Recreation & Forestry

CITY BANNER POLICY

The City 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 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 (Non-Profit) - Special Events / Parades
- Oconomowoc Area Churches - Special Events
- Downtown Oconomowoc Business Association (DOBA) – Special Events
- Chamber of Commerce – Special Events
- Oconomowoc Area School District – District / Community Events
- City of Oconomowoc Programs and Sponsored Events / Activities
- Businesses or Organization That Rent a City Park to Host a Free Community Event

Application

Eligible organizations may reserve / rent space for promoting their community events at the Parks, Recreation & Forestry Department office located in the Oconomowoc Community Center, 220 W. Wisconsin Avenue. Applications for the current calendar year are accepted the first business day of the year.

Available Sites and Fees

1. Banner #1:	Oconomowoc Community Center	\$30
2. Banner #2:	Roundabout	\$30
3. Banner #3:	E. Wisc. Ave.	\$30
4. Banner #4:	Summit & Forest St.	\$30
5. Banner #5:	Village Green (Facing East)	\$30
6. Banner #6:	Village Green (Facing West)	\$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). Two 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
- 3 feet high by 8 feet wide (if banner is not this size, it will not be displayed)
- Reinforced corner grommets
- Wind slits (optional)
- Banner layout, language, components must be approved by Parks, Recreation & Forestry Department. We reserve the right to refuse or remove any banner at any time.
- Banner must be delivered to the Oconomowoc Community Center 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 days or they will be disposed of.
- City 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(s) _____

Dates of Use: Start: _____ Finish: _____

Please Circle Location(s):

- | | | |
|------------|-----------------------------|------|
| Banner #1: | Oconomowoc Community Center | \$30 |
| Banner #2: | Roundabout | \$30 |
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I have read the rules and regulations of the policy and agree to the terms listed above. The City is not liable for any lost or damaged signs or banners.

Signature _____ Date _____

Office Use Below

Payment: _____ Staff Initials: _____ Date _____