



Coconut Grove Business Improvement District Street Crossing Banner Policy

Updated: 8/2018

PURPOSE:

To set forth guidelines for street crossing banners in the Coconut Grove special events district.

GENERAL PROVISIONS:

Eligibility: Street crossing banners are authorized for special events, City partnership events and "not for profit organizations that are promoting a public event or are of substantial community-wide interest" in the Coconut Grove special events district.

- **Fee:** The applicant requesting to display a horizontal banner within the Coconut Grove special events district shall pay to the BID board a fee of:
 - \$.1,500.00 per banner for non local (Grove) businesses
 - \$1,000.00 per banner for a local for profit business
 - \$500.00 per banner for local nonprofit business

This supplementary banner fee is in addition to the monies paid for any of the city's services regarding banners. **Only checks accepted;** please make checks payable to "Coconut Grove BID".

Scheduling: Applications will be accepted beginning October 1st for the upcoming fiscal year. Banners for City sponsored or co-sponsored events shall receive first priority. Applicants that have events scheduled in October are required to submit applications of anticipated banner installations at least 30 days prior to their event date. Banner applications shall be scheduled on a first come first served basis. All scheduling decisions shall be at the discretion of the Executive Director or his designee.

Application is considered incomplete until the following requirements have been met:

- ☐ Submission of the completed Street Crossing Banner Application.
- ☐ A copy of the Certificate of Insurance from Banner Company. (Reference Application, Section II)

Duration: Each banner in the Coconut Grove BID district shall be allowed to remain for no longer than 30 days.

Conflict Resolution: All conflicts that arise over scheduling or location conflicts, banner content or design, eligibility or interpretation of these guidelines shall be resolved by the Executive Director or his designee.

Liability: The applicant is responsible for the installation and removal of the banner. Banners are the property of the sponsoring organization. The Coconut Grove BID is not responsible for the difference of or damage to banners from any cause including but not limited to wind, weather, theft or vandalism.

Location: designated street crossing banner locations within the District are as follows:

Grand Avenue & Fuller Street - South Bayshore Drive & Mary Street - Main Highway & Fuller Street - North Bayshore Drive

If requesting multiple locations, please submit one application per location.

Applicants may request a specific location and dates for their banners; however, the ultimate location is at the discretion of the Coconut Grove BID. Confirmation will be sent via email upon receipt of all documents listed under the "Scheduling" section.

Banner Specifications:

- ☐ Banner proof/sketch must be submitted to the Coconut Grove BID office for approval prior to production.
- ☐ All Banners are REQUIRED to be produced by AAA Flag & Banner. Reference Section III for point of contact.
- ☐ View of traffic control devices is not to be impeded to those served by the erection of these permitted banners.
- ☐ The applicant will be responsible and liable for the observances of all necessary safety precautions in the erection, display, and removal of banners. FDOT, County, and City of Miami requirements must be adhered to.
- ☐ Banner material: vinyl banner with scrim – "reinforced banner material", 2" sewn webbing and grommets placed every 2 ft around the perimeter of the banners and wind cuts.
- ☐ Banner shall not exceed 3' ft. in height or 30' ft. in length. Minimum of 18' vertical clearance shall be maintained above the roadway.
- ☐ Banners are to be removed within 48 hours after requested time period/event. Daily penalty fee is \$100.00 per day. Banners can be displayed for a maximum of up to thirty (30) days.
- ☐ Banners will be rejected if the perimeter is not reinforced with 2" webbing and grommets.
- ☐ **Wind slits** must be applied to every banner. If there are none applied, the street crossing banner cannot be installed.
- ☐ The perimeter of the banner must be reinforced with 2" webbing and grommets.

Administration: Based on the guidelines described in this policy, the Executive Director or his designee shall be responsible for approving street crossing banner requests. Confirmation will be sent via email upon receipt of all documents listed under the "Scheduling" section.

Coconut Grove Business Improvement District Street Crossing Banner Application

The Coconut Grove BID will be considering applications for the placement of banners across the public right-of-way upon receipt, on a *first come, first serve* basis.

Section I.

Applicant Information:

Applicant Name:

Event Name:

Event Day:

Contact:

Telephone #:

E-Mail Address:

Section II.

Banner Time Period:

Banner to be Installed on:

Banner to be Removed on:

Banner Company to be Used to Install Banner: AAA Flag & Banner

Banner Company Contact Information: Neca Logan, 305-474-7600, neca@aaaflag.com

Certificate of Insurance from Banner Company Submitted with Application: () Yes - No ()

- ☐ \$1,000,000 General Liability Coverage.
- ☐ City of Miami & Coconut Grove Business Improvement District are to be insured.

Section III.

Location of Banner Pole Requested:

Grand Avenue & Fuller Street

Main Highway & Fuller Street

North Bayshore Drive & Mary Street

South Bayshore Drive & Mary Street

Reviewed and approved by Executive Director

- ☐ Banner proof/sketch approved
- ☐ A copy of the Certificate of Insurance from Banner Company. (Reference Application, Section II)
- ☐ Banner fee of \$1,500.00 per non local business; \$1,000 per local for profit business, \$500.00 per banner for nonprofit business

Name

Date