

TWAIN HARTE ARCH BANNER RESERVATION

In order to maintain neat appearance and provide periodic maintenance on the Arch, the Twain Harte Rotary Club has developed a list of guidelines for its use. Please return the following information to the Twain Harte Rotary Club two (2) weeks prior to the date the banner is to be put up.

1. Organization/Club _____
2. Name of Event _____
3. Dates of Event: From _____ to _____
4. Date to hang Banner* _____
5. Date to remove Banner* _____
6. Size of Banner _____ by _____
7. *NOTE: Banner will not be hung prior to 14 days before the beginning of the event and will be removed after the event, upon the availability of the Twain Harte Fire Department personnel. It will be the responsibility of the organization/club to pickup their banner within one (1) week after the end of the event. The Twain Harte Fire Department and the Twain Harte Rotary Club will not be responsible for the banner after one (1) week.
8. Donations are due with the approval of this application as follows;
A Non-profit Organizations/Club - \$25.00.
A Non-profit Organization/Club community event sponsored by a Commercial Business - \$100.00.
Checks to be made payable to the Twain Harte Fire Department.
9. Our Organization/Club agrees to abide by all of the "Twain Harte Arch Guidelines", and to indemnify and hold harmless the Twain Harte Rotary Club and the Twain Harte Fire Department for any and all cost, suits, attorney's fees, damages or claims for damages resulting from this Organization/Club using the Arch, and to carry at the Organization's/Club's expense such public liability/property damage insurance as shall be Adequate to protect the Twain Harte Rotary Club, the Twain Harte Fire Department and the Organization/Club using the Arch.

Signed by: _____

Name, please print: _____

Title: _____

Phone Numbers: Day _____ Night _____

Date: _____

Return this form to:
Twain Harte Rotary Club
P.O. Box 307
Twain Harte, CA 95383

Rotary contact person:
Larry Asquith
Phone: (209) 586-5565

Office use only: Date application received: _____
Approved by: _____
Date approved application, check and banner received by Fire Department; _____
Received by: _____
Date Banner was put up: _____
Date Banner was taken down: _____

Banner returned to: Name, please print : _____

Received by, Signed name: _____

Date returned: _____

TWAIN HARTE ARCH GUIDELINES

The following guidelines are to provide for the fair, effective and efficient use of banners on the Twain Harte Arch. A Twain Harte Banner Reservation Form must be filled out completely and submitted to the Twain Harte Rotary Club. Please turn in the Banner Reservation Form two (2) weeks prior to the date the banner is to be put up.

1. All banners shall be constructed of 13 to 16 oz. banner material. Banners shall be hemmed on all sides with all corners reinforced. Brass or stainless steel grommets must be installed at all corners and on the top of the banner at two (2) foot intervals. Two (2) inch carabineers must be provided to attach the banner to the cable.
2. The size of the banner shall be no more than 12 feet in length, but may also be in intervals of 8 feet, and 10 feet, but must be 26 inches in height. All banners preferably should have identical lettering and designs on both sides of the banner. Note: One (1) sided banners are permitted.
3. Banners will be put up no more than 14 days prior to the event, depending on the availability of the Twain Harte Fire Department personnel.
4. The Arch is not to be used to advertise commercial businesses nor is it to be used by private parties. Organizations/Clubs using the Arch to hold a banner are only allowed one (1) event per month. Only one (1) banner per event will be allowed to be hung.
5. The Arch can handle up to two (2) banners at one time. There is a system of pulleys that can accommodate a banner being put up from either pillar of the Arch. Banner space is allocated on a first come, first serve basis, however, space for the Twain Harte Rotary Club events will have priority over all other events.
6. Once a Twain Harte Arch Banner Reservation Form is received by the Twain Harte Rotary, and approved or disapproved, you will be notified. The approved Reservation Form, banner and check for \$25.00 or \$100.00 must be brought to the Twain Harte Fire Department in order for the banner to be hung on the Arch. The Twain Harte Fire Department will hang the banner as noted in item three (3) above. The Twain Harte Fire Department takes down the banner within 48 hours of completion of the event depending on the availability of Twain Harte Fire Department personnel.
7. The Twain Harte Fire Department is only responsible for hanging and taking down the banner. The administration of the Arch and resolution of problems with getting your banner up will be handled by the Twain Harte Rotary Club.
8. In order to continue having the privilege of using the Twain Harte Arch, please follow all of these guidelines.