

## Requirements to Affix Banners to Trees

No banner or sign shall be affixed to trees except by authorization of the City. A request form must be approved by the Director of Marketing, Department of Safety and Inspections (DSI) and the Department of Parks and Recreation, Forestry Unit prior to a banner's installation.

No banner or sign shall be affixed to or removed from trees except by the Forestry Unit.

Banners tied to opposing trees within the right-of-way shall only be hung by Forestry staff after location approval from the City Forester. Proposed banner locations may be modified to ensure the trees are structurally sound and can bear the additional forces of an affixed banner. All cordage to hang the banner will be provided by Forestry at no additional expense. Per Chapter 176 of Saint Paul's legislative code, all non-authorized banners and signs affixed or tied to trees shall be removed by Forestry staff and all damages to the tree/s shall be charged to the responsible party. Approved banners requiring hanging from trees should be dropped off a minimum of 3 business days prior to the scheduled installation date at: Saint Paul Forestry, 1120 Hamline Avenue N., Saint Paul, MN 55108. Phone number # (651)632-2431.

All banners and signs must serve a legitimate public interest and shall not contain any advertising other than that which is directed towards the specific event. Sponsorship logos may only take up to 15% of the space on the banner. For events with a business name in the title, the sign area taken up by the business name shall not be included as part of the allowed sponsorship area.

Banners and signs should not be in place earlier than 2 weeks prior to the event and should be removed within 3 days after the event. No banner shall remain on a tree for more than 60 days. The maximum number of days per year each tree may have banners affixed is 120 days, unless the Forestry Unit grants exception to this limit for good cause and the reasons for justifying the exception are in writing at the time of application for the banner permit.

The size, shape, and placement of banners and signs shall be in conformity with the specifications of the Public Works Department, and the following:

- a. Banners shall not exceed a total of 120 square feet in area and maximum height of 3 feet.
- b. Banner material shall be of a durable, weather-resistant material like canvas, nylon, or vinyl-coated fabric.
- c. Grommets must be installed along the top and bottom of each banner to facilitate the hanging of the banner. Grommets shall be of brass construction and installed in a minimum of four layers of fabric, with the hole size of the grommet being 3/8 inch in diameter or larger.
- d. Grommets must be located in each corner of the banner (1 to 2 inches in from each corner of the banner).
- e. Venting equal to at least 10% of the total banner surface area must be provided to allow for necessary air passage, reducing the risk of damage to the banner and the trees.

The City reserves the right to refuse to install banners if it is felt they are not of a quality to withstand the elements. The City also reserves the right to remove banners because of construction, damage, or any other practical reason, at the customer's expense.

No authorization shall be granted without proof of public liability insurance issued by a company licensed in Minnesota in the amount of one million dollars (\$1,000,000) single event coverage naming the City and Housing and Redevelopment Authority (HRA) as additional insured, with a 10-day written cancellation notice to the HRA. Should the policy be cancelled, the banners and/or signs shall be removed immediately unless a replacement insurance policy is provided.

Requestors are encouraged to submit their request as early as possible and to contact the Marketing Office to check on the status of their banner request. Once authorization is granted, requestors must contact the Forestry Unit to organize banner delivery. If arrangements are not made to pick up banners after they are taken down, the banners will be disposed.

A payment of \$400 **must** be provided when the banner is dropped off at the Forestry office. Checks are to be made payable to the City of Saint Paul.

## REQUEST FOR AFFIXING BANNERS TO TREES

\_\_\_\_\_ hereby requests permission to affix banners or signs to the trees at the following:  
(organization)

**Proposed Location:** \_\_\_\_\_, between or near \_\_\_\_\_ Street  
(description)  
and \_\_\_\_\_ Street.

**Alternate Location:** \_\_\_\_\_, between or near \_\_\_\_\_ Street  
(description)  
and \_\_\_\_\_ Street.

**Alternate Location:** \_\_\_\_\_, between or near \_\_\_\_\_ Street  
(description)  
and \_\_\_\_\_ Street.

(If more locations are needed, please attach an additional page listing locations.)

Our event, \_\_\_\_\_, will run from \_\_\_\_\_ through \_\_\_\_\_.  
(name of event) (date) (date)

I am requesting permission to have the banners in place from \_\_\_\_\_ through \_\_\_\_\_.  
(date) (date)

- ☐ I have read, understood, and will comply with the requirements attached.
- ☐ Attached is a copy of a public liability insurance policy in the sum of one million dollars (\$1,000,000) naming the City of Saint Paul and HRA as additional insured.
- ☐ Attached is a copy of the banner design with the banner dimensions listed.

I agree to pay the City of Saint Paul for the cost of installing \_\_\_\_\_ banners at a rate of \$400 per banner for a total cost of \$\_\_\_\_\_.  
(Appropriate taxes will be applied upon billing. If tax exempt, please include ST3 form with application.)

Organization's Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

### Billing Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
FAX # \_\_\_\_\_

Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

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### For Internal Use: APPROVAL

\_\_\_\_\_  
(Department of Safety and Inspections)

\_\_\_\_\_  
(Director of Marketing)

Date invoice sent: \_\_\_\_\_  
Date received check: \_\_\_\_\_  
Amount: \_\_\_\_\_