

# City of Poulsbo



## COMMUNITY SIGN BOARD APPLICATION

1. One-week rental **per event** with a maximum of 3 events **per organization** per year.
2. Wood signs preferred; banners are being allowed on a case by case basis provided they completely fill the 8 feet HIGH, 12 feet WIDE space. It must be painted/printed on both sides. Banner grommets: 5 each top/bottom; 2 each sides.
3. Reservations run one week. Installation after 3 pm on your first Sunday; removal before 2 pm on the next Sunday. You may remove earlier; NO late removals will be allowed.
4. Commercial advertising is not allowed per PMC 18.170.080.
5. Fee: **\$45 per week for events outside the Poulsbo City limits**; \$25 per week for events located inside the

Check which type of sign you will be using:  Wood panels  8'H x12'W Double-sided Banner

Name of Event: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ UBI # (Non-Profits): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sign Location: ( \_\_\_\_\_ ) Highway 305 sign north of Hostmark St.  
Size: 8' high x 12' wide. Wood signs are made with 3 plywood panels, 1/2" to 5/8" thickness.  
( \_\_\_\_\_ ) Highway 305 sign between Bond Rd. and Viking Ave.  
Size: 8' high x 12' wide. Wood signs are made with 3 plywood panels, 1/2" to 5/8" thickness.

Dates Requested: \_\_\_\_\_

*I understand and agree to adhere to city sign rental policies. I understand that we / I are responsible for making arrangements to create, install and remove the sign within the approved week. Sign application fees are non refundable.*

WAIVER OF LIABILITY: ALL participants or guardians are requested to sign the following release. I/We assume all risks and hazards incidental to such participation including transportation to & from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Poulsbo employees, agents, officials and volunteers, for any claim arising out of any injury to myself or my/our child. STANDARDS OF BEHAVIOR: The City will not tolerate harassment of any kind that is made by employees or patrons towards employees or patrons. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another person. If a participant does not agree with the decision, an appeal to the Mayor is the final option.

*Parks and Recreation Approval*

*Applicant's Signature*

*Date*

Amount Paid / Date Received:

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_

**Please return to:**

Poulsbo Parks and Recreation

Mailing: 200 NE Moe St.

Physical: 19540 Front Street

Poulsbo, WA 98370

E-mail: [parksrec@cityofpoulsbo.com](mailto:parksrec@cityofpoulsbo.com)

Questions, call 360.779.9898