

**BANNER PERMIT  
APPLICATION**



SPECIAL EVENT \_\_\_\_\_  
OR COMMUNITY ORGANIZATION: \_\_\_\_\_

EVENT OR ORGANIZATION  
CONTACT: \_\_\_\_\_

ORGANIZATION  
ADDRESS: \_\_\_\_\_

CITY/PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

BANNER DIMENSIONS: Height \_\_\_\_\_ Length \_\_\_\_\_

INSTALL DATE: \_\_\_\_\_ REMOVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date of Application

\_\_\_\_\_  
Approved by: Date of Approval

Office Only  
PICK UP DATE: \_\_\_\_\_ PICK UP LOCATION: \_\_\_\_\_

***Banners must be picked up from the second floor of City Hall at 10005 – 102 Street within two weeks of requested removal date. After the two week pick up deadline, the City of Fort Saskatchewan will move the banner to storage where the City cannot guarantee its safe keeping.***

See Banner Guidelines on Reverse:

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for information purposes. It will be treated in accordance with the privacy protection provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6236.

**City of Fort Saskatchewan Banner Guidelines:**

1. A banner can be put up for local non-profit and community organizations and for special events and charity fundraisers taking place in Fort Saskatchewan.
2. The maximum size for a banner is 1.22m X 4.88m (4' x 16') and must contain the following materials:
  - a. Must contain grommets for installation on bridges.
  - b. Must be made of vinyl.
3. Banners will be installed and removed by City of Fort Saskatchewan staff.
4. Applicants are to drop off and pick up their banner from City Hall (10005 – 102 Street) on the second floor.
5. A banner, at the discretion of the City of Fort Saskatchewan, may be hung to a maximum of 12 weeks.

**Definitions:*****Non-Profit and Community Organizations:***

Non-profit and Community Organizations are formed to promote art, culture, science, religion, community service, charity or other similar endeavors, or they may be formed solely for the purpose of promoting leisure activities for their members.

***Special Event:***

- An organized gathering of people in an outdoor public space for the primary purpose of supporting a community, social, leisure, cultural, recreation or sport experience, which is open to the public;
- A parade, meaning any combination of pedestrians and or/vehicles that are likely to block, obstruct, impede, hinder or otherwise interfere with pedestrian or vehicular traffic; but does not include a military parade or funeral procession;
- An outdoor sport competition, leisure, recreational or cultural activity;
- Any activity that would have a significant impact on public property and/or public safety;
- Any activity that would involve the support and/or services of two or more City of Fort Saskatchewan departments.