



# City of Lorain

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## Special Events Banner Location Request Policy

The City of Lorain has two banner locations available to organizers of special events at the corners of West Erie and Broadway, and another on Grove Avenue near Oakwood Park. The purpose of these banner locations is to promote special events in our community and promote tourism.

Event organizers must submit the Banner Request Application **at least 30 days, but no sooner than 60 day, in advance** of their special event for consideration. Permission to use the banner location will be granted on a first come, first serve basis, with city and non-profit events having priority. Applications that contain political, racial, religious and/or offensive text will not be considered. Banner requests to advertise any type of sales or services are also prohibited. The decision of the City on the usage of the banner site is final.

The completed Banner Request Application with the organization's artwork submittal and payment of \$125.00 for a 4' x 8' banner must be submitted to the Public Property Department located at 114 East 35<sup>th</sup> Street, Lorain, OH 44052 for review. Organizations that need the City of Lorain Sign Shop to supply banner design/artwork should call 440.244.4294 to request a design quote. No business identification, commercial trademarks or logos can be placed on banners. All banners will be made, installed and removed by the Lorain Public Property Department.

Event banners will be displayed for up to 14 days prior to the event, and will be removed the week following the event. The City of Lorain is not responsible for any damage that occurs to banner(s) once installed or after removal. If after 30 days of the event, if the organization has not yet picked up the banner from the Public Property Department, it will be destroyed.

Email [tim\\_shinsky@cityoflorain.org](mailto:tim_shinsky@cityoflorain.org) or call 440.244.4294 with questions.