

Community Banner Specifications

The applicant must sign the verification section on the application form, certifying that the banner has been made according to City specifications.

Horizontal Banners

- Banner size: 30-feet wide and 3-feet high (preferably with a dark background and light lettering – no blocking film)
- Banners shall be stitched and made of heavy vinyl material, minimum 18 oz. grade
- Thirty-four (34) 1/2-inch or 3/8-inch heavy duty metal grommets with 1/2-inch or 3/8-inch size hole shall be placed along the top and bottom edges of the banner, at two-feet on center and at each of the four corners of the banner
- All four corners of banner must be reinforced with gussets
- Dark colored banners may be printed on both sides
- Wind pressure relief holes (six-inch length) shall be placed in two rows using a five-foot nominal spacing, with consideration for graphics and text
- Snap clips will be provided by the by the Public Works Maintenance Division
- Six-inch relief holes are recommended

Community House Exterior Wall Banners

- Maximum banner size shall be 16-feet wide by 3-feet high (Banners made and approved before February 1, 2002 may be the previously specified width of 17 feet. All banners manufactured on or after February 1, 2002 must be 16 feet wide.)
- Vinyl material
- Half-inch grommets at each of the four corners of the banner
- Rope will be provided by the City

Community Banners Fees

All reservations require a complete application, display fee and application fee at time of application. Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Banner Location	Display Fee
Horizontal Banner (DeLong Avenue)	\$195 per week
Building Banner (Community House)	\$90 per display use
Application Fee	\$15 per application
Storage Fee	\$35 per day
If an applicant cancels their reservation sixty (60) days or more in advance of their banner display date, the applicant shall be entitled to a 100% refund of the reservation fee, minus the application fee. If an applicant cancels their reservation less than sixty (60) days in advance of their banner display date, they shall be entitled to a 50% refund of the reservation fee, minus the applicant fee. If a City event preempts a previously scheduled reservation, a full refund of fees will be returned to the applicant.	