



# STREET POLE BANNERS & SEASONAL DECORATIONS

## APPLICATION PACKET

TOWN MANAGER'S OFFICE  
110 E. MAIN ST., LOS GATOS, CA 95030



## TOWN OF LOS GATOS STREET POLE BANNERS & SEASONAL DECORATIONS APPLICATION

### PROCESS

#### STEP 1

REVIEW THE DETAILS AND SPECIFICATIONS BELOW AND THE *STREET POLE BANNERS AND SEASONAL DECORATIONS POLICY* LOCATED IN THIS PACKET FOR CRITERIA AND REQUIREMENTS.

- The specifications for banners in Zones A – D are as follows:
  - Total height (inclusive of pole pockets): 60"
  - Total width: 30"
  - Top & bottom pole pockets at top and bottom: 6  $\frac{3}{4}$ "
- The specifications for banners in Zone E are as follows:
  - Total height (inclusive of pole pockets): 93  $\frac{1}{2}$ "
  - Width: 29  $\frac{1}{2}$ "
  - Top pole pocket: 6"
  - Bottom pole pocket: 9  $\frac{1}{4}$ "
- A premium polyester fabric material or something similar is recommended.
- Double sided banners are preferred, but not required.

#### STEP 2

SUBMIT THE FOLLOWING ITEMS AT LEAST 60-DAYS PRIOR TO YOUR REQUESTED INSTALLATION DATE IN ORDER TO BEGIN PROCESSING OF YOUR APPLICATION.

<input type="checkbox"/>	Application Fee of \$100.00 (this will go towards the installation costs).
<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	List locations "Street Pole Selection," section of this application, or If requesting seasonal decorations, include a map of desired locations.

#### STEP 3

SUBMIT THE FOLLOWING ITEMS AFTER YOUR APPLICATION HAS BEEN APPROVED AND NO LESS THAN 30-DAYS PRIOR TO THE INSTALLATION DATE.

<input type="checkbox"/>	Certificate of Insurance ( <i>see insurance example in this packet</i> )
<input type="checkbox"/>	Scaled drawings or artwork of banners, and/or item specifications of decor

**Applications must be submitted 60 days prior to your event** and can be submitted in person from 8:00 a.m. to 5:00 p.m. Monday to Friday or mailed to:

Town of Los Gatos  
Attn. Jessica Ertell  
110 E. Main St.  
Los Gatos, CA 95030

For questions or to submit via email contact Jessica Ertell at [jertell@losgatosca.gov](mailto:jertell@losgatosca.gov) or call 408-399-5734.



**TOWN OF LOS GATOS**  
**STREET POLE BANNERS & SEASONAL DECORATIONS APPLICATION**

### APPLICANT INFORMATION

ORGANIZATION:

CHIEF OFFICER OF ORGANIZATION:

PHYSICAL ADDRESS:

MAILING ADDRESS:

EMAIL:

MAIN PHONE:

### DETAILS

WHICH ARE YOU APPLYING FOR?

SEASONAL DECORATIONS  STREET POLE BANNERS

*Check all that apply*

BRIEFLY DESCRIBE THE PURPOSE OF THE DÉCOR AND/OR BANNERS:

### CAMPAIGN DATES

INDICATE THE TIME FRAME YOU WOULD LIKE THE DECORATIONS/BANNERS UP.

INSTALL DATE:

TEAR DOWN DATE:

### STREET POLE SELECTION

SELECT WHICH ZONES YOU ARE REQUESTING BANNERS FOR. WRITE THE NUMBERS OF THE CORRESPONDING STREET POLES YOU WISH TO USE IN EACH ZONE NEXT TO THE SELECTED ZONES.  
*THE ZONES AND POLE NUMBERS CAN BE FOUND IN THE "DOWNTOWN STREET POLE BANNERS MAP."*

<input type="checkbox"/> <b>ZONE A</b>	
<input type="checkbox"/> <b>ZONE B</b>	
<input type="checkbox"/> <b>ZONE C</b>	
<input type="checkbox"/> <b>ZONE D</b>	
<input type="checkbox"/> <b>ZONE E</b>	