



CITY OF COLUSA BANNER REQUEST FORM

Please complete & return this form with payment to
Colusa Parks and Community Services
425 Webster St., Colusa, CA 95932
Phone: 458-4941 x 106 Fax: 458-8674

For faster submission please email to: cityhall@cityofcolusa.com

Banners will be assigned on a first-come first-served basis!

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____
(Mailing Address)

CITY: _____ ZIP CODE: _____

DAY TIME PHONE: _____

EMAIL ADDRESS: _____

DATES YOU ARE REQUESTING TO HAVE BANNER UP: _____ - _____, 20____
(You may only have banner up for a maximum of two weeks) Start Date End Date Year

WHAT BANNER SAYS: _____

NOTE: You no longer need to obtain an encroachment permit from Caltrans. Banner may not exceed 3' by 30' in size. **Banner must have metal grommets placed every 2' around the banner to secure to the cable and must have wind slits. Banner will need to be dropped off at City Hall (425 Webster Street) at least seven (7) days prior to the date the banner will be put up.** The City of Colusa is not responsible for any damage that may be done to the banner due to wind, rain, etc. There is a \$100 per week fee (maximum 2 weeks) for hanging the banner which is due upon receipt of banner. All fees are due and payable upon receipt of application.

Date Received: _____ Approved: _____ Disapproved: _____

Reason Disapproved: _____

For City Use Only:

Cash _____ Check# _____ Amount _____ Date _____ Initials _____