



10 E. Church Street  
Bethlehem, PA 18018

# CITY OF BETHLEHEM

## DEPARTMENT OF PUBLIC WORKS APPLICATION FOR STREET/POLE BANNER(S)

<b>APPLICANT INFORMATION</b>	Name of Applicant					
	Address					
	Phone #		Fax #		Email	
<b>ORGANIZATION</b>	Name of Event					
	Address <small>(If different than above)</small>					
	Phone #		Fax #		Email	
<b>BANNER INFORMATION</b>	Contact Person	Name			Cell Phone	
	Banner Location(s)					
	Banner Dates	FROM _____ TO _____				
Check all that apply		<input type="checkbox"/> Street Banner <input type="checkbox"/> Pole Banner (Utility Pole Permission attached)				

### CITY OF BETHLEHEM MANDATORY INSURANCE REQUIREMENTS

- The City requires that in order to hang a banner in the City of Bethlehem, the organization making this application must submit a Certificate of Insurance for Comprehensive General Liability and Property Damage insurance with combined single limit coverage of no less than \$1,000,000.00. "The City of Bethlehem and its Officers and Employees" must be named on the certificate as an additional insured covering the dates listed on the banner application. The certificate must require thirty (30) days written notice to the City before the policy can be altered or cancelled.
- Please return the completed application, along with the signed Agreement to Indemnify and a Certificate of Insurance to: City of Bethlehem Department of Public Works Bureau of Engineering 10 E Church Street Bethlehem, PA 18018
- The Certificate of Insurance must be received by the Public Works Department prior to the approval of the banner application. If the Certificate of Insurance and the signed Agreement to Indemnify are not submitted strictly in accordance with the above requirements, your application will not be approved.

### NOTICE TO APPLICANTS

I hereby certify that all information on this form is correct and accurate. Any error, misstatement or misrepresentation with or without intention can result in revocation of this permit. I agree to indemnify and hold harmless the City of Bethlehem, its employees, agents, officials, representatives, attorneys and assigns from any and all liability, both negligent and non-negligent arising directly or indirectly out of any activities that occur in connection with this event, or out of the acts, errors, or omissions of the undersigned.

Print Name			Date	
Signature of Applicant				

- For Use by City of Bethlehem Only -

Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	C+ Permit #:	Received by:
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**AGREEMENT TO INDEMNIFY**

For and in consideration of the sum of **ONE DOLLAR (\$1.00)** and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, \_\_\_\_\_, (hereinafter “\_\_\_\_\_”), located at \_\_\_\_\_ agrees to indemnify and defend the City of Bethlehem, its officers and employees (hereinafter “BETHLEHEM”), a Pennsylvania Municipal Corporation and Third Class City, located at 10 E. Church Street, Bethlehem, PA, 18018, for any and all claims made and damages, injuries and losses suffered by a member of the public, City employee, third party or volunteer or employee of the Applicant entity or any organization, company or association by reason of any acts, omissions, or alleged acts or omissions resulting from the hanging and/or removal of \_\_\_\_\_ banner(s) by BETHLEHEM under an application submitted by \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_ agrees that its obligation shall include, but not be limited to, indemnification for any judgment, award or settlement.

\_\_\_\_\_ acknowledges that BETHLEHEM will not approve its Application and agree to hang \_\_\_\_\_’s banner(s) without this Indemnification Agreement that this Agreement is being issued in consideration of BETHLEHEM approving such Application and hanging \_\_\_\_\_’s banner(s) and that such approval of which is hereby acknowledged by \_\_\_\_\_ and BETHLEHEM.

\_\_\_\_\_ also agrees to pay for the cost of repairs of any public property, including but not limited to streets, sidewalks, curbs, gutters, and utilities, that sustain damage resulting from the hanging and/or removal of \_\_\_\_\_’s banner(s).

IN WITNESS WHEREOF, \_\_\_\_\_, intending to be legally bound, has, through its authorized representative, executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
(Organization or Company Name)

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_ (Seal)  
Name:  
Title:

**CITY OF BETHLEHEM  
BANNER LOCATIONS AND POLE NUMBERS**

**PPL OWNED POLES:**

**Southside**

- |    |  |                              |
|----|--|------------------------------|
| 1. | Broadway between Fourth Street and Five Points | 65683/S47385<br>65684/S47379 |
|----|--|------------------------------|

**Northside**

- |    |                                   |                              |
|----|-----------------------------------|------------------------------|
| 1. | Main Street near Moravian College | 65716/S48113<br>65710/S48157 |
| 2. | Elizabeth and Chelsea Avenues     | 65847/S48152<br>65844/S48157 |
| 3. | Linden and Beech Streets          | 66054/S48213<br>66049/S48214 |

**Westside**

- |    |   |              |
|----|---|--------------|
| 1. | W Broad Street and 5 <sup>th</sup> Avenue | 65458/S47837 |
|----|---|--------------|

A Certificate of Insurance listing the “City of Bethlehem and its officers and employees” as additional insured for \$1,000,000.00 is required.

**MINIMUM BANNER SPECIFICATIONS**

**Effective 8/1/2017**

**Street Banner**

**Pole Banner**

Maximum Length is 25 feet	Maximum Height 36 inches
Maximum Width is 3 feet	Maximum Width 20 inches
Minimum Double sided 23oz Block out over the street sewn, Sewn in D-rings on 4 corners with reinforced stitching. Minimum 75’ 3/8” or thicker nylon rope attached to each corner of the banner is required. <b>Recommended;</b> 23oz double sided with 3/8” or thicker inlaid rope, Sewn in D-rings in 4 corners with reinforced stitching with a minimum of 180’ rope attached to top and bottom.	See specifications for mounting instructions.
Minimum Six wind slits (wind/air holes), approximately 4”-5” Centered on Banner	Minimum 7 ½ feet above the sidewalk
Steel metal grommet rings at top/bottom maximum 2 ½’.	
<b>Permit fee:</b> \$100.00 per banner/event	<b>Permit fee:</b> \$40.00 per banner/event

To confirm your request, complete the enclosed application, signed Agreement to Indemnity, Certificate of Insurance and Permit Fee to: ENGINEERING BUREAU

DEPARTMENT OF PUBLIC WORKS  
10 E. CHURCH STREET  
BETHLEHEM, PA 18018

Banner(s) should be delivered **at least two week prior** to the placement to:

ELECTRICAL BUREAU  
248 E. GARRISON STREET  
BETHLEHEM, PA 18018

Banners will only be stored at our Electrical Bureau for a period of **four weeks** from the take down date. **After that time, they will be discarded!** Please contact (610) 865-7108 to make arrangements for delivery and pick up.