

## Specific rules and regulations

### FREMONT/GRANT BANNER REQUEST

1. Only for public events. Events must take place in the greater Los Altos area (94022/94024). Events must be open to the greater Los Altos public, and designed to accommodate 500 individuals.
2. Approved banners may be displayed **14 days at Fremont/Grant Road.**
3. Banners must be constructed with:
  - Sturdy, weatherproof material (13 oz. ripstop vinyl) and be readable.
  - No. 3 brass spur grommets installed in each corner and spaced every 12" within the hem area along the top.
  - A 2" x 3" identification tag shall be sewn on the right side top edge of the banner. The tag shall contain the title of the banner and the sponsoring agency and must be visible when the banner is rolled or folded.
  - The use of vinyl paint or vinyl letters for lettering and graphics is recommended.
  - All banners must be 30 inches **high.**
  - Fremont & Grant location **length:** 9 feet 6 inches
4. **Banner lengths:                    9 feet 6 inches                    \$159.00**
5. The city reserves the right to reject banners that are objectionable in appearance or content and to remove banners hung without approval.
6. Reservations can be made one (1) year in advance. All requests shall be approved or denied by City staff.
7. Once application has been made and the fee paid at the Recreation Department, 97 Hillview Avenue, applicant will deliver the banner one week prior to display to:

**City of Los Altos Municipal Service Center (MSC)**  
**707 Fremont Avenue, Los Altos.**
8. Banners must be delivered at least five (5) working days before beginning date of display and picked up at **MSC** within one week of the end of period of display. Banners will be installed and removed by City personnel. The City shall not be responsible for any loss or damage to banners.
9. An organization may post a banner in not more than two locations (Lincoln Park, San Antonio Road and Main Street) at the same time.