



# 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 ¾"
- The specifications for banners in Zone E are as follows:
  - Total height (inclusive of pole pockets): 93 ½"
  - Width: 29 ½"
  - Top pole pocket: 6"
  - Bottom pole pocket: 9 ¼"
- 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. Christina Hill  
110 E. Main St.  
Los Gatos, CA 95030

For questions or to submit via email contact Christina Hill at [chill@losgatosca.gov](mailto:chill@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."*

ZONE A

ZONE B

ZONE C

ZONE D

ZONE E