

Little Rock Parks & Recreation Banner Hanging Contract

Any individual or organization requesting a banner to be hung at the La Harpe Curve must complete this contract. Any misrepresentation in this contract or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit. No contract will be processed without the contract being signed.

Event Name: _____

Event Producer: _____

Primary Contact: _____

Primary Contact is the person who is to be contacted regarding the application or event.

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Event Description /Location: _____

Event Starting Date: ____/____/____ Ending Date: ____/____/____

Date Banner to be Hung ____/____/____

Banners must meet the following requirements and be approved in advance by Little Rock Parks & Recreation. Submit illustration by fax, email or mail to Little Rock Parks and Recreation, 500 W. Markham St., Room 108, Little Rock, AR 72201, Attn: Rena', 371-4770 Fax, rallmond@littlerock.org

- Banner length 36', banner height 5', wind slits.
- Grommets every 2' and at least 1/2" inside diameter.
- Single or double-sided message must be event related.
- Banner must meet weight requirements—cannot overload the cables. For example two single sided banners sewn together.
- Hems must be reinforced or sewn, not just glued; otherwise, banner edges may become frayed by wind action.
- Banners can hang for a maximum of two weeks.
- Banners can hang up to two weeks before the event and will be removed immediately following the event.

Fees: A fee of \$150 will be collected from the Event Producer at the time the contract is signed. Extra fees may be incurred if banner needs modifications to be hung. Additional fees will also be charged at the rate of \$25/day for banners not picked up within two (2) business days of date banner was scheduled for removal. Invoices not paid within 30 days will be charged a \$5/day fee until paid in full. Past due accounts may be taken to small claims court where Event Producer shall be responsible for payment of any civil process, filing fees, attorney's fees, and court costs.

It is the responsibility of the Event Producer to deliver the banners to Little Rock Parks and Recreation by 3pm the day before the banner is to be hung. Any less time will not guarantee the banner to be hung on the scheduled date. Banners delivered late and causing the River Market to schedule labor on multiple days will be charged \$150/day.

The city will not be responsible for any damage done to the banner while in possession of city.

_____/____/____
Signature/Date

Printed Name