

**CITY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS**

BANNER PERMIT - CENTRAL PARKING STRUCTURE

NAME OF ORGANIZATION:	
ADDRESS:	
CONTACT PERSON:	
DAYTIME PHONE:	
EXACT WORDING OF BANNER:	
HANG DATE:	REMOVAL DATE:
LOCATION:	
<input type="checkbox"/> San Mateo Drive/north side, looking south	<input type="checkbox"/> Ellsworth Avenue/north side, looking south
<input type="checkbox"/> San Mateo Drive/south side, looking north	<input type="checkbox"/> Ellsworth Avenue/south side, looking north
FEE RECEIVED (\$258.00 per hanging, per Fee Schedule FY 2019-20):	
INSURANCE RECEIVED:	INSURANCE EXPIRATION DATE:

BANNER HANGING REQUIREMENTS:

1. Must be a charitable, non-profit organization.
2. There should be no solicitation of services in wording.
3. Location availability is based on first-come, first-served, paid basis. Applicant must submit completed banner form, insurance certificate and pay fee to confirm availability and location.
4. Applicants are allowed to hang 1 banner for 30 days. Maximum hang time is 30 days, this includes all locations.
5. Hanging locations are on the City's Central Parking Structure located between 3rd and 4th Aves., on San Mateo Dr., north and south; and Ellsworth Ave., north and south, only.
6. Banner size should be **30' long by 2'10" wide, with reinforced holes evenly spaced every 3'**. Rope is not required. Banners not of these dimensions cannot be hung.
7. Banner must be delivered to City of San Mateo, Department of Public Works, 330 W. 20th Ave., at least 72 hours prior to hanging date. Please note, hang date could be affected if banner not received at least 72 hours prior to proposed hang date.
8. Banner must be picked up within 72 hours of removal notification.
9. If banner wording does not match with wording above, request may be denied.

I/We shall indemnify the City of San Mateo (hereinafter City), its officers and employees against, and will hold them and each of them harmless from any and all actions, claims, damages to persons or properties, penalties, obligations, and liabilities that may be asserted by any person arising out of the approval of the attached encroachment permit by the City of San Mateo, or out of the operation and evolutions contemplated in that approval. This agreement expressly includes the understanding by the Permittee that such claims, actions, and liabilities include any claim for indemnity by any employee, contractor, or agent. Provided, however, that this provision does not apply to claims, loss, liability, damage or expense arising from a) the sole negligence or willful misconduct of the City of San Mateo or its agents, servants, or independent contractors who are directly responsible to the City of San Mateo, or b) the active negligence of the City of San Mateo. This provision is inserted to comply with California Civil Code section 2782, and shall not affect the validity of any insurance contract, workers compensation or agreement issued by an admitted insurer as defined by the Insurance Code.

SIGNATURE OF AGENCY REPRESENTATIVE:
DATE:

**CITY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS
330 West 20th Avenue
San Mateo, CA 94403
(650) 522-7300
(650) 522-7301 fax**

STANDARDS FOR INSURANCE

**Commercial General Liability (or Comprehensive) and Property Damage Insurance
Coverage Required of All Persons Performing Work
on Street Rights of Way or Other City Property
(except see Standards for Utility Companies and City Contractors)**

The following requirements must be observed:

- Must have COMMERCIAL GENERAL LIABILITY (or COMPREHENSIVE) and PROPERTY DAMAGE:

COMMERCIAL GENERAL LIABILITY	\$250,000	EACH PERSON
(or COMPREHENSIVE)	\$500,000	EACH OCCURRENCE*
PROPERTY DAMAGE	\$100,000	EACH OCCURRENCE*
	\$250,000	AGGREGATE

*May NOT substitute "each accident" for "each occurrence."

Insurance MUST name the City of San Mateo as an additional insured using the following wording EXACTLY, and insurance certificate MUST show:

**"THE CITY OF SAN MATEO, ITS ELECTED AND APPOINTED OFFICIALS,
EMPLOYEES AND AGENTS ARE NAMED AS ADDITIONAL INSURED."**

- Must have 30-day cancellation clause.