



City of Monrovia

Myrtle Avenue Street and Old Town Pole(s) Banner Application

The City of Monrovia provides local community organizations a chance to advertise events or programs along Myrtle Avenue. Those requesting to have a banner displayed must submit an application. Applications must be received a minimum of 30 days prior to the date of installation. Applications are processed on a first come, first serve basis, and priority is given to City-sponsored events.

Please note that the application submission does not guarantee application approval. Once an application has been approved, the organization will be asked to provide valid certificate of liability insurance (\$1,000,000), for the display period, listing the City of Monrovia as an additionally insured.

Approved banners must be delivered to the Community Center a minimum of five business days before the banner is scheduled to be installed. A banner may be displayed for a maximum of 15 days prior to the advertised event and must be picked up from the Community Center within 48 hours of removal.

Please review the banner specifications and banner insurance requirements prior to submitting your application for review.

Date of Application: _____

Organization Name: _____

Event Name: _____

Contact Name: _____

Contact E-mail Address: _____

Contact Telephone Number: _____

Contact Address: _____

Type of Banner: Myrtle Avenue Street Banner Old Town Pole(s) and Quantity: _____

- A separate application must be submitted for each type of banner.
- A rendering of the banner may be required with this application.

Preferred Myrtle Avenue Location: Foothill Boulevard Olive Avenue Huntington Drive

Alternate Myrtle Avenue Location: Foothill Boulevard Olive Avenue Huntington Drive

Requested Date of Installation: Monday, _____

- Requested date is not guaranteed as the time slot and location may already be reserved.

By submitting this application, you affirm that you have read and agree to the banner program policies and that your requested date is not confirmed until the Community Services Department has reviewed and approved the application.

Acknowledgement / Signature: I agree. _____

Please submit the application by using the above submit to option. Thank you.

Questions, contact:

Ashley Gonzalez, Community Services Department
agonzalez@ci.monrovia.ca.us or (626) 256-8237
 119 W. Palm Ave, Monrovia, CA 91016

(For Office Use Only)

Certificate of Liability Insurance on File:
 Installation Date: _____
 Removal Date: _____
 Banner Pick-up Date: _____
 Banner Picked Up By: _____