

Monument Sign Request Form



The City of Waconia monument sign located at 1200 Oak Ave in Waconia is available for the advertisement of community or public events at no charge to groups or organizations incorporated or doing business within the City limits.

City of Waconia
201 South Vine Street
Waconia, MN 55387
Phone: 952-442-2184
Fax: 952-442-2135
www.waconia.org

Date:				
Name or Contact:				
Company or Group:				<input type="checkbox"/> Govt/Civic Group
Address:				
City:		State:		Zip: <input type="text"/>
Phone:			Email:	<input type="text"/>

Event Information:

Name of Event:	
Description of Event:	
Date of Event:	
Date of Posting:	
Date of Removal:	

The use of the sign is permissible under the following guidelines:

- The advertisement of all City sponsored events are allowed and will have priority use of the sign space.
- The event must be a community wide event that is open, without charge, to attendance by the general public (i.e. Nickle Dickle Day, Music in the Park).
- Promotion or advertisement for a single business will not be permitted.
- Promotion or advertisement of a special event that promotes visitation or patronage of Waconia businesses or organizations will be permitted, provided the event is open, without charge, to attendance by the general public.
- Promotion or advertisement of a fund-raising event will be permitted for non-profit organizations only, proof of non-profit status maybe required.
- Recurring events will be limited to a two week display prior to selected date.
- Depending on availability more dates may be reserved more than once for recurring events.
- Promotion of personal events such as birthdays, anniversaries, etc. will not be permitted.
- The availability of sign space will be on a first come, first serve basis with the schedule being kept at City Hall.
- Events will be able to be displayed in the sign space for up to two weeks prior to the event.
- The group or organization which is sponsoring the event must pick up their advertisement within three business days after the conclusion of the event from City Hall.
- A banner measuring 30" by 82" must be provided by the sponsoring individual, group or organization. The City will hang the banner and is not responsible for any damage that may occur to the banner while the banner is displayed.
- The City reserves the right to approve any and all advertisement signage, pictures, and language.

Applicant Signature:

If you have any questions, please contact Ann Meyerhoff at City Hall- 952-442-4121.

Office Use Only

Approval Signature:

Approval Date: