



KIOSK PROGRAM Policy and Temporary Use Application

Objective: To permit the use of City-owned public information kiosks, with two display panels per kiosk, located along the Broughton Street right-of-way between Lincoln Street and Montgomery Street. Kiosk posters must promote a non-profit event or activity occurring in the City of Savannah.

User: The “user” is defined as any Savannah/Chatham County-based organization wishing to display material promoting a discrete non-profit event or activity.

Reservation: All users must complete the attached application and agreement form to obtain a permit from the Office of Special Events, Film & Tourism. Poster design must be approved by the Office of Special Events, Film & Tourism as part of the application process. The Office of Special Events, Film & Tourism will then notify the user if the permit has been approved.

Applications are reviewed and approved on a first come, first served basis. The user may request a maximum of six (6) panels, one panel per kiosk. The user will be granted a thirty (30) day rental period to display the approved posters, and will be assessed a fee as set by Mayor and Aldermen of the City of Savannah. The user may request one thirty (30) day extension, which request may not be unreasonably denied.

Limitations: Eligible posters are limited to those promoting local, non-profit, temporally-discrete events. Permits are not assignable.

The Office of Special Events, Film & Tourism reserves the right to reject applications for posters that do not satisfy the stated objective of this policy and to request the removal of posters due to weather conditions and/or public safety concerns.

Removal: All posters must be removed on the date specified in the Agreement. If the posters are not removed by the specified date, they will be removed at the applicant’s expense. Any change in removal date must be approved in advance with the Office of Special Events, Film & Tourism.

Liability: The user shall maintain such insurance as will protect the user from any other claims for damage to property, and for personal injury, including death, which may arise from use of the kiosk panels or the installation and display of the user’s posters.

Indemnity: The user shall defend, indemnify, and save harmless the City of Savannah, the Mayor and Aldermen of the City of Savannah, its elected and appointed officials,



officers, and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of any nature and description.

Future Use: Issuance of a permit for a prior year does not entitle an applicant to a permit for any year thereafter. The Office of Special Events, Film & Tourism reserves the right to accept or deny any application where the applicant violated the terms and conditions of this policy in the prior year.

Fee: An application fee of \$50.00 shall be assessed for each kiosk panel. Application fees shall be paid by check or money order and made payable to the City of Savannah.

Location: Kiosks are available on the south end of Broughton Street as follows:

Location on Broughton Street
Between Lincoln and Abercorn
Between Drayton and Bull
Between Bull and Whitaker
Between Whitaker and Barnard
Between Barnard and Jefferson
Between Jefferson and Montgomery



**KIOSK PROGRAM
Temporary Use Application Form**

Organization Name	
Contact Person	
Address	
Phone Number	
Alternate Phone Number	
Preferred Email	
Featured Event	
Installation Date	
Removal Date	
Requested Locations	

*Attach a copy of the proposed poster design for approval.



**Temporary Use Agreement
Kiosk Program**

User hereby agrees to defend, release, indemnify, and hold harmless the Mayor and Aldermen of the City of Savannah, its elected and appointed officials, officers, and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of any nature and description related to or arising from the installation and maintenance of its posters.

User agrees to maintain insurance in amounts sufficient to protect itself and the City of Savannah from any claims for damages to property and for personal injury including death, which may arise from use of the kiosk panels, whether such use be by the User or by a subcontractor or anyone directly or indirectly employed by either.

User shall be responsible for installing and removing the posters. User will use the kiosk panels to promote _____ (event title).

User shall not assign or otherwise transfer the permit to use the kiosk panels to any other party. User agrees to repair the panels in the event that they may be damaged while in use and will maintain the kiosks in a clean and orderly condition at all times. All posters must be removed on _____. If the posters are not removed by the specified date, they will be removed at the User's expense. Any change in removal date must be approved in advance by the Office of Special Events, Film & Tourism.

The "Kiosk Program Policy and Temporary Use Application" is hereby incorporated by reference as if set forth at length herein.

I have read the above and understand the same.

Organization: _____

Name of Authorized Representative: _____

Signature of Authorized Representative

Date

Witness Signature

Witness Name