



# BANNER PERMIT REQUEST

*For Non-Profit Organizations Only*

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Event Title: \_\_\_\_\_

Inscription on Banner: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

## Banner Policy

- The fee for hanging a banner is \$100.00. This fee must be paid at the time of request.
- Banner may only be hung at two designated locations:
  - North Broad at 8<sup>th</sup> Avenue
  - South Broad between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue
- Banner specifications are 43 inches high including clips every 2 feet and 24-30 feet in length. No strings or ropes allowed.
- Banners must have vent holes and “dog leash” type hooks.
- Banners may hang for a maximum of two weeks.
- Hanging and removing of banners are subject to schedule and availability of personnel.
- Any submitted banners that do not meet the minimum standards will be rejected and the fee will be forfeited.
- If weather conditions warrant, the City may remove any banner at any time.
- ***Banners will no longer be stored at City Hall. Once taken down, the contact person will be called to pick up the banner. If not picked up within two weeks, the banner will be disposed of.***

\_\_\_\_\_

Applicant's Signature

Date