

**TOWN OF CULPEPER**  
**BANNER PERMIT APPLICATION AND SPECIFICATIONS**

**FAX # 540-829-0406**

**PURPOSE OF BANNER PROGRAM:**

The Town of Culpeper accepts applications to display banners on Main Street only in accordance with Town Code § 21-46 (d). The purpose of the banner display program is to alert the public regarding events within Culpeper County that are open to the public and benefit the Culpeper community. Accordingly, all banner applicants must be non-profit civic or charitable organizations that meet this purpose and serve the residents of Culpeper County. Banners may not contain commercial advertisement, the names of political candidates or parties, information on referendum questions, or personal messages. The term "commercial advertisement" means words, symbols, or logos that direct attention to a business operated for profit or to a commodity or service for sale.

All applicants must provide proof of non-profit status with their application.

**APPLICATION DETAILS:**

1. Name of organization sponsoring the banner: \_\_\_\_\_
2. Event to which banner is related: \_\_\_\_\_
3. Date(s) of event: \_\_\_\_\_
4. Dates requested to display banner: from \_\_\_\_\_ to \_\_\_\_\_
5. Location: South End  North End

**SPECIFICATIONS FOR BANNER DESIGN AND APPLICATION TIMING:**

1. Banner to meet the following design requirements:

**BANNER WIDTH** - NOT to exceed 30 feet.

**BANNER HEIGHT** - NOT to exceed 40 inches and not less than 30 inches.

**Corners** - Each corner should be double stitched, reinforced with nylon, rings or/or larger eyelets.

**IF CORNERS ARE NOT REINFORCED, BANNER WILL NOT BE INSTALLED**

**EYELET** - Banners MUST have eyelets installed across the top and bottom, at the corners, and at 2-foot intervals. **IF EYELETS ARE NOT PRESENT, BANNER WILL NOT BE INSTALLED**

**VENT HOLES** - Banners will have 6-inch diameter half-circle vent holes, at least 1 for every 4 square foot of total area. **IF VENT HOLES ARE NOT PRESENT, BANNER WILL NOT BE INSTALLED.**

2. Banners will be displayed for a minimum of seven (7) days and up to maximum of two (2) weeks per month for each organization or event and for no more than two (2) consecutive months.
3. **No banners** will be accepted for display between **November 1 and the 1<sup>st</sup> week in January.**
4. **The Town will not accept banner applications more than six (6) months in advance of requested placement date for programs being held within Town limits and five (5) months in advance of requested placement date for all others. All applications will be processed on a first-come, first-served basis. All applications received on a given day will be considered simultaneous and, if they are seeking overlapping banner displays, precedence will be determined by lot.**

**Any banner applications not meeting the above listed requirements will be rejected.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**E-Mail**

\_\_\_\_\_  
**Date**

**REV 8/15/18**