

TOWN OF CULPEPER
BANNER PERMIT APPLICATION AND SPECIFICATIONS

FAX # 540-829-0406

APPLICATION

Banners for display on Main Street must be for civic non-profit purposes in accordance with Town Code §21-47(g). **Provide tax ID information with application.** Banners for products or services for profit (including sponsor names or logos) and political banners will be rejected.

Applicant's certification that banner meets the above criteria (check box that applies): Yes No

1. Name of civic **non-profit organization** sponsoring the banner: _____
 2. Event to which banner is related: _____
 3. Date of event: _____
 4. Dates requested to display banner: from _____ to _____
 5. Location: South End North End
- Banners will be displayed for a minimum of seven (7) days and up to maximum of two (2) weeks per month for each organization and for no more than two (2) consecutive months.

SPECIFICATIONS

1. Banner to meet the following design requirements:

BANNER WIDTH - NOT to exceed 30 feet.

BANNER HEIGHT- NOT to exceed 40 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 and for no more than two (2) consecutive months.
3. **No banners** will be accepted for display between **November 1 and the 1st week in January**, due to the Holiday Season.
4. **All banner applications will only be accepted after November 1 for the next calendar year.**

Any banners not meeting the above listed requirements will not be installed.

Applicant Signature

Phone Number

Applicant Printed Name

E-Mail

**** Tax I.D. Number**

Date

TOWN OF CULPEPER

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Banners are installed at the discretion of the Light & Power Department depending on weather conditions and other factors. If a banner must be removed due to weather or other safety matters and there is less than 4 days remaining on permit, banner will not be re-installed. The Town is not responsible for damage done to banner(s) while displayed. Banner is responsibility of owner to provide and insure.

Permission is hereby granted to _____ to display _____ banner(s) over Main Street in the Town of Culpeper, Virginia from _____ to _____ under the following conditions:

1. Location: South End North End
2. Banner(s) consistent with application submitted for approval are to be delivered to Light & Power Dept. at its office on 500 Electric Ave. at least three (3) days in advance (banners to be given to receptionist). Copy of this form is your reminder.
3. Banner(s) to be picked up within ten (10) days after removal or Light & Power Dept. will dispose of same, copy of this form is your reminder.
4. Banner to meet the following design requirements:

BANNER WIDTH - NOT to exceed 30 feet.

BANNER HEIGHT - NOT to exceed 40 inches.

CORNERS - Each corner to be reinforced w/oversized eyelets or rings. **IF 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.**

5. Banners will be displayed for a minimum of seven (7) days and up to maximum of two (2) weeks per month for each organization and for no more than two (2) consecutive months.
6. **No banners** will be accepted for display between **November 1 and the 1st week in January**, due to the Holiday Season. **Any banners not meeting the above listed requirements will not be installed. If the deficiency is noted after installation, the banner will be immediately removed.**

RECOMMEND APPROVAL:

APPROVED:

Mike Stover
Director, Light & Power

Chris Hively
Town Manager

Date Received: _____

Date Approved: _____

Contact Person: _____ Phone: _____.