



**SPECIAL EVENT
REQUEST TO HANG BANNER**



This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: _____

Dates banners to be hung: _____ to _____

Date(s) of the event: _____

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Name of Event: _____

Contact Name: _____

Contact Phone (Day): _____

Sponsoring Organization _____

Email: _____

Signature: _____

Date: _____

Printed Name: _____

Banner Specifications:

1. Must be made of a strong, durable material with wind stabilizing holes cut into it.
2. Must have grommets every 2' along the top and bottom
3. Must not exceed 25' in length and be between 34" and 36" in width.

Available Locations: please check desired location(s)

- North Main & Harrison Ave (near Fire Company)
- South Main & Buckingham (near Worcester Preparatory)
- Bay & Flower Street
- William Street

NOTE:

1. Suitable locations for banners are limited; the Town of Berlin cannot hang banners on private property/privately owned structures, poles, etc.
1. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
2. It is the responsibility of the organization to purchase and supply the banner(s).
3. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

Questions:

Electric Utility Director Tim Lawrence
410-629-1713
tlawrence@berlinmd.gov

<p>Reviewed by the Electric Utility Department: Date: _____ Initials: _____</p> <p>Comments _____</p> <p>_____</p> <p>_____</p>
