

TOWN OF HOLLISTON
BANNER REQUEST

Organization Name _____

Applicant Name and responsible party: _____

Address/Telephone: _____

Dates requested _____ (limit of 1 week)

Banner Message _____

INSTRUCTIONS FOR BANNER DISPLAYS

1. Nonrefundable fee of \$20.00 required for **For Profit** groups only, due at booking. Checks should be made payable to the "Town of Holliston".
2. Banners must be dropped off at the Highway Department by Friday (3 days before scheduled display), or not more than 1 week prior.
3. Banners will be displayed 6 ó 7 days, unless circumstances, such as weather, scheduling changes or staff availability cause delays.
4. Banner must be in good condition:
 - a. NO ripped eyelets
 - b. NO frayed ropes
5. The Highway Dept. has the right to reject any banner that is in poor condition as it may be a safety hazard.
6. Banners must be picked up at the Highway Dept. within one week following notification that it has been taken down. Any banners not picked up within 30 days after notification will be thrown away.
7. Dates may be booked in advance up to the end of the calendar year.
8. Length of banner and ropes should be 75 feet. If necessary, extra rope will be added.
9. Each eyelet on the banner must have clips.
10. Banners will be displayed only at the approved location on Washington St. (intersection of Fairlane Way, pole number 60/74).
11. **In the event of a Town Meeting or Election, the Town's banner will take precedence over an approved request.**

I acknowledge that I have received a copy of the Policy on Banner Displays and agree to any and all conditions therein.

NAME

SIGNATURE

DATE