

**TOWN OF CULPEPER
BANNER PERMIT AND SPECIFICATIONS**

FAX # 540-829-0406

Banners for display on Main Street must be for civic non-profit purposes. No products or services for profit (including sponsor names or logos) will be accepted. No political banners will be accepted.

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.

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. Banner Message:

2. Location: South End North End

3. Banner(s) are to be delivered to Light & Power Dept. at its office on 500 Electric Ave. at least three (3) days in advance. Copy of this form is your reminder.

4. 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.

5. Banner to meet the following design requirements:

BANNER WIDTH - NOT to exceed 30 feet.

BANNER HEIGHT - NOT to exceed 40 inches.

TIE ROPES - Minimum 4 feet at each corner.

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.*

6. 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.

7. **No banners** will be displayed during the **Months of November through the 1st week in January**, due to the Holiday Season.

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

RECOMMEND APPROVAL:

APPROVED:

Mark Bly
Director, Light & Power

Town Manager

Date Received: _____

Date Approved: _____

Contact Person: _____ Phone: _____.