

TOWN OF FRONT ROYAL
BANNER SPACE RESERVATION APPLICATION

(Applications accepted beginning January 1 for placement in that year)

An application is required to reserve space to hang a banner at the Town sites located on North Royal Avenue and John Marshall Highway. Banners are to inform citizens and visitors of civic events. *Chapter 142-20 of the Front Royal Town Code – frontroyalva.com.*

Regulations:

Must be constructed of heavy-duty canvas, plastic tarpaulin material or netting. Metal grommets shall be imbedded near each of the (4) corners and along the top and bottom edges at two (2) foot intervals. Banners shall also have wind relief flaps that are six (6) inch diameter half circles with at least one (1) wind relief flap for every four (4) square feet of total banner area. Maximum of (30) feet long by (3) feet tall allowed. For public safety all banners will be removed during periods of high winds.

Location of Banner: North Royal Avenue John Marshall Highway *(check one)*

Dates for Display: _____
(Reserved for 14 calendar days at a time-----Displayed/Removed on Mondays, except for holiday weeks)

Name of Organization: _____

Message on Banner: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

Contact E-Mail: _____

Applicants' Signature _____ Date _____

Town Manager's Signature _____ Date _____

Once approved, banner MUST BE DELIVERED AT LEAST (1) BUSINESS DAY BEFORE DISPLAY to the Energy Services Department located at 1101 Manassas Avenue, Front Royal, Monday – Friday, 7:00am – 3:30pm. The Town does not have space to store banners. They MUST BE PICKED UP AFTER DISPLAY.

Once Application is Completed Return by E-mail, Mail or Delivery to:

Tina Presley – tpresley@frontroyalva.com

Front Royal Administration Building, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630