



BANNER POLE RESERVATION APPLICATION

APPLICANT INFORMATION

(please print)

Name _____

Phone # _____ E-Mail _____

Group/Organization _____

Event _____

Date of Event _____

BANNER INFORMATION

DISPLAY LOCATION (*select one*) N. Royal Avenue John Marshall Highway

DATES FOR DISPLAY (*14 calendar days*)

MESSAGE ON BANNER

Applicant's Signature: _____ Date _____

Once completed return by email, mail or deliver to:

Mary Ellen Lynn at mlynn@frontroyalva.com

1101 Manassas Avenue, P.O. Box 1560, Front Royal, Virginia 22630

Additional Information: Energy Services Department, (540)635-3027, Monday-Friday, 7:00am – 3:30pm

RULES/REGULATIONS TO DISPLAY BANNERS

- Approved for non-profit civic, religious or educational group events only
- Must be delivered to the Energy Services Department at least one business day before date of display. Applicants are responsible for inspecting their banners BEFORE being delivered for any repairs
- Requests to display banners for the same event at both locations during the same timeframe will not be allowed
- Banners shall not be moved from one location to another without a one-week lapse in between
- Banners will only be approved for 14 calendar days at one time
- The Town reserves the right to remove banners during periods of extreme weather or under circumstances that could endanger the safety of motorists and pedestrians
- The applicant is responsible for arranging collection of their banner at the end of display. The Town is not responsible for storing banners and shall determine the disposition of any banners not collected in a reasonable manner

SPECIFICATIONS FOR ALL BANNERS TO BE DISPLAYED

- Maximum of thirty (30) feet long by three (3) feet tall
- Constructed of heavy-duty canvas, plastic tarpaulin material, or netting
- Metal grommets imbedded near each of the four (4) corners and along the top and bottom edges with two (2) feet intervals
- Shall have wind-relief flaps that are six (6) inch diameter half-circles and at least one (1) for every four (4) square foot of total area
- The Town reserves the right to deny installation if the banner does not meet the specifications