

Town of Westcliffe

305 Main Street, P.O. Box 406, Westcliffe, Colorado 81252

TELEPHONE 719-783-2282

PUBLIC BANNER PERMIT For the Installation of Temporary Banners Advertising and Promoting Community-Wide Special Events and Holidays

All applications must comply with the following standards for the display of banners on Town Property and Town Public Right — of — Way:

Light Pole Banners

Banners must be: 24" x 40"

Shall be made of vinyl, canvas or other suitable material, must be double sided. Must have double stitched pole pockets With a 1" hem at the top and bottom and grommets in all four corners allowing them to be secured to the pole.

1. Banners must advertise events that promote the general interest of the Town as a whole.
2. Banners with commercial advertising including corporate and business trademarks, logos and other identifiers will not be allowed. Subject to Town approval.
3. Dates for hanging event banners must be reserved with the Town. Banners may be hung for a maximum of two weeks prior to the event. Banners must be scheduled for removal within 24 hours after the completion of the advertised event. The time allowed to remove a banner may be extended by the authorization of the Town.
4. It is the obligation of the owner of the banner to arrange for the hanging and the removal of the banner. Banner attachment, installation, maintenance, and removal shall be done only by individuals or businesses preauthorized by the Town. The Town assumes no responsibility for the maintenance, damage or storage of any banner.
5. The Town reserves the right to refuse to allow any banner to be hung that it deems to be unsafe, damaged, or constructed in a manner that will become damaged and create a hazard. The Town reserves the right to have any banner removed immediately if the banner becomes damaged and deemed hazardous by the Town. The removal of the banner shall be at the owner's expense.
6. **Banners must be presented to the Town for inspection a minimum of 48 hours prior to installation.**
7. These Banner Standards shall be administered by the Town Staff or Code Enforcement Officer as delegated by the Mayor.

Name of Applicant:	Phone #
Address:	Alternative #
Email:	Banner to be Installed by:
Date Banner to be Installed:	Banner to be Removed by:
Date Banner to be Removed:	What is the Event:

I hereby agree to comply with Town of Westcliffe Standards for the display of banners on Town Property and Town Public Right — of — Way.

Applicant Signature

Date

Permit Issued by

Date
