



Banner Permit Policy Instructions

(Non-profit Organizations only)

1. Banner applications will only be accepted from Non-profit organizations only. Application must be submitted to the Town Clerk's Office and is on a first-come first-serve basis.
2. Banner season: banners are only available to be displayed from April (15th) to November (15th) annually, on a first come first serve basis. No banners will be approved for longer than two seven day periods or a total of 14 days unless prior approval by the Town Manager. The Director of Public Works along with the Town Manager may approve or deny banner applications outside of the established banner season.
3. Banners size shall be a minimum of sixteen (16') feet long, by three and half (3 1/2') feet wide and a maximum of thirty (30') feet long, by four (4') feet wide; double sided (printing on both sides). Holes in Banner must have brass grommets and a maximum spacing of 24 inches. Holes must have heavy-duty stainless steel clips for hanging as well as cut outs, or made of a material where the wind can pass through it, as to reduce the stress on the line.
4. Application forms will be provided by the Town Clerk's Office. The application shall contain the name of the organization, proof of non-profit status, contact person name, address (both mailing and physical) for organization, phone number, email address, a description of the event, and dates requested.
5. All applications shall be accompanied with payment in the amount appropriate for the time period requested. **\$100.00** for up to 14 days unless prior approval by the Town Manager, no fees will be pro-rated or refunded.
6. Banner extended beyond the 14 days is subject to:
 1. Must be approved by the Town Manager with advanced notice.
 2. If a different organization's application is received during the approved extended period, that request would take priority over the first request for a period of up to 14 days.
 3. There will be a \$100.00 charge each time Public Works re-installs the same banner during an approved extended period of time. (e.g. Summer Concerts in the Park)
7. Each application will be accompanied by proof of insurance verifying they are covered for Commercial General Liability Insurance in the amount of a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate for the time frame the banner will be hung. The certificate should name each entity listed below as an "additional insured" with respect to the Banner Permit.



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8. Upon receipt of the completed application, payment of fee and proof of insurance the applicant will be placed on the list of approved banners and Public Works Department will be notified through the work order system.
9. Applicant will be responsible for getting their banner to the Director of Public Works at Lisbon Town Office, no later than the Thursday before the date the banner is authorized to be displayed.
10. Applicant will be responsible for picking up their banner within one week of the removal. Banners will not be retained after that time period.
11. The Town is not responsible for any lost, stolen or damaged banners. All banners are installed and removed on Monday's, unless inclement weather.