



**SPECIAL EVENT  
REQUEST TO HANG BANNER**

This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: \_\_\_\_\_

Dates banners to be hung: \_\_\_\_\_ to \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone (Day): \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Email: \_\_\_\_\_

**Banner Specifications:**

1. Proof must be submitted at least 2 weeks prior to hang-date.
2. Must be made of a strong, durable material with wind stabilizing holes cut into it.
3. Must have grommets every 2' along the top and bottom
4. Must not exceed 25' in length and be between 34" and 36" in width.

**Available Locations: please check desired location(s)**

- ☐ North Main & Harrison Ave (near Fire Company)
- ☐ South Main & Buckingham (near Worcester Preparatory)
- ☐ Bay & Flower Street
- ☐ William Street

**NOTE:**

1. Banners hung by the Town of Berlin will advertise events/activities/programs held by or for the benefit of non-profit organizations and/or government entities only. Commercial or other for-profit purposes are prohibited.
2. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
3. Suitable locations for banners are limited; the Town of Berlin will not hang banners on private property/private owned structures, poles, etc.
4. It is the responsibility of the organization to purchase and supply the banner(s).
5. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

I, the undersigned, understand and accept the conditions above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Questions:**

Electric Utility Director Tim Lawrence  
410-629-1713, tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Comments \_\_\_\_\_  
\_\_\_\_\_  
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