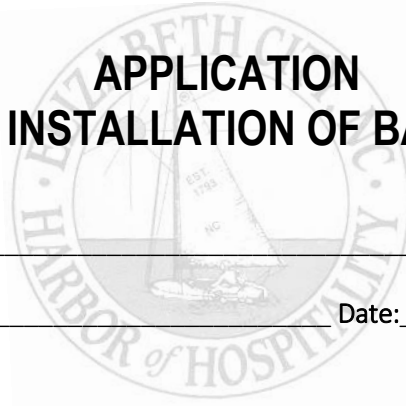


APPLICATION FOR INSTALLATION OF BANNER



Organization: _____

Event: _____ Date: _____

Type of Banner:

Roadway

Downtown Historic District Light Fixtures

Roadway Banner Location Choice: 1st _____ 2nd _____

(Refer to second page of application for more information.)

Date From: _____ To: _____

By signature below, it is understood that:

- (1) No more than one (1) banner to be displayed per event and the banner is not to be displayed more than seven (7) days prior to the day of the event, unless permission is granted by the City Manager.
- (2) If there are no conflicts prior to and/or during the scheduled event, then two banners may be considered. Banner applications will be considered on a first come, first served basis. **If for any reason there are several banner requests in the same time frame, every opportunity will be given to accommodate all events. During that time the City Manager may change the requested dates to hang the banner at his discretion to accommodate all events.**
- (3) Banner is to be delivered to the Central Receiving Warehouse, 1005 N. Poindexter Street. **(Bring banner to be inspected by Electric Department personnel at least a week before event to allow time for changes, if necessary.)**
- (4) Banner is to be of quality canvas or nylon material; the edge of banner material shall be reinforced; tie lines shall be NOT LESS THAN 3/8" nylon, polypropylene or manila. TIE LINE MUST BE A ROUND-TYPE ROPE (NO FLAT-TYPE ROPE); and, shall be securely fastened (sewn) with (1) continuous rope across the entire top of the banner and (1) continuous rope across the entire bottom of the banner to prevent banner from breaking loose. **THERE MUST BE WIND SLITS IN THE BANNER. If these requirements are not met, the banner will not be hung.**
- (5) Banner will be taken down on the first working day following the day of the event. The organization representative is to pick up the banner at the Central Receiving Warehouse within five (5) days or the City reserves the right to dispose of same. **(NOTE: BANNERS WILL BE TAKEN DOWN IF THE WIND EXCEEDS A MAXIMUM STRENGTH FOR THE SAFETY OF THE BANNER AND OUR CITIZENS)**
- (6) **IN THE EVENT THIS APPLICATION IS APPROVED, THE UNDERSIGNED APPLICANT AND THE ABOVE-NAMED ORGANIZATION AGREE TO HOLD HARMLESS THE CITY OF ELIZABETH CITY FROM ANY LIABILITY OF ANY NATURE ARISING OUT OF THE ERECTION OF SAID BANNER.**
- (7) This application will not be accepted more than thirty (30) days prior to any event.

Date

Applicant

Official Capacity

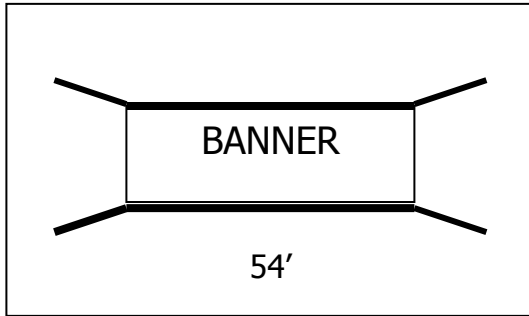
Address

Telephone Number

Permission: Granted ___ Not Granted: _____
City Manager _____ Date _____

Note: Below are the locations a banner can be hung and the dimensions for each location: (Please allow a few more inches to securely fasten banner)

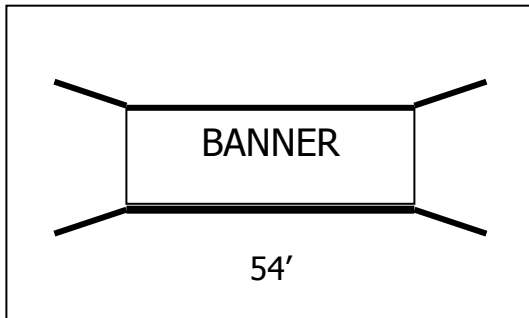
1. Water Street and Colonial Avenue – 54 feet



(Not to scale)

Or

2. Road and Ward Street – 54 feet



(Not to scale)

Or

3. Downtown Historic District (E Main Street)
44½" L from banner rod to banner rod, 2" rod pocket



(Not to scale)