



# City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078  
WWW.HAVREDEGRACEMD.COM

410-939-1800

## Special Event Utility Post Sign/Banner Application

Information must be supplied in **all blank fields** on the form below. This form, a rendering of the banner which indicates its dimensions and graphics, and proof of liability insurance of the company contracted to hang and remove the banners must be **submitted at least sixty (60) days before the date on which banners are to be hung** in order to permit the Tourism Advisory Board to review the Application and, upon approval, place it on file with the Mayor's Office. Only non-profit organizations are eligible to hang banners on utility poles. Submission must also include a \$50 refundable banner deposit.

Date of Application: \_\_\_\_\_

Name of Submitting Organization: \_\_\_\_\_

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

Start Date of Event: \_\_\_\_\_

End Date of Event: \_\_\_\_\_

**Note** that the sponsoring organization is responsible for hiring a company to both hang and remove its banners and the City has the right to deny the company chosen. Banners may not be hung prior to the date approved and must be removed no later than three (3) days after the last day of the event.

Organization's Contact Person:

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

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

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Company Contracted to Hang Banners: \_\_\_\_\_

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

Telephone # of Contact: \_\_\_\_\_

Email of Contact: \_\_\_\_\_

Date on which Banners are to be Hung: \_\_\_\_\_ (must be within 90 days of event)

Number of Banners to be Hung: \_\_\_\_\_

Banners must be professionally designed and manufactured, sized to fit the staff of the utility poles, and printed on both sides. You will be notified once the application is processed and if approved, given contact information to designate the locations for each of the banners. Submit all application related materials to: Administrative Assistant, City of Havre de Grace, 711 Pennington Avenue, Havre de Grace, MD 21078.