



BANNER POLICY / APPLICATION

AGENCY: _____

ADDRESS: _____

CONTACT PERSON/TITLE: _____

TELEPHONE AND EMAIL: _____

PREFERRED DATES: _____

ALTERNATE DATES: _____

BANNER TITLE: _____

Signature of Applicant

Date

Signature of Town Manager

Date

Requests and Scheduling

Before submitting this application, contact the Holden Municipal Light Department, One Holden St, 508-210-5400, to see if your dates are available. If available, submit the following items to the Town Manager for approval:

- Completed application
- Picture or mockup of the banner

** An insurance certificate will need to be provided to HMLD prior to the installation of the banner.

If the banner request is approved, HMLD will be notified by the Town Manager and the requested dates will be reserved.

A banner installation request may be reserved up to one year in advance. When more than one banner is requested to be installed, the additional banner(s) will be installed on an availability basis. Preference will be given to the first banner of an agency, over the multi-banner installation.

Installation Period

Banners shall be installed for a period not to exceed seven (7) days, unless by express written permission by the Town Manager. The cross street banner location is 1130 Main Street.

Insurance Requirements

Prior to any installation, the Holden Municipal Light Department shall receive an insurance certificate for the period of the banner installation. The certificate shall designate the Holden Municipal Light Department as an additional insured entity under the terms of the agency's policy. The general liability insurance shall be for a minimum of \$550,000.

Liability

The HMLD assumes no liability in the installation, removal or storage of banners. The HMLD shall not provide any services pursuant to this Policy without having received from the requesting agency an indemnity agreement in a form satisfactory to the Holden Municipal Light Department.

Delivery

All banners shall be delivered to the Holden Municipal Light Department no more than one week in advance of the scheduled installation date and shall be picked-up within one week after removal.

Banner Specifications

All banners shall conform to the HMLD's specifications (see below) and must be in good condition with no tears or severely worn areas. Non-conforming banners will not be installed.

Banner Height: Minimum of 2 ft.; maximum of 4 ft.

Banner Width: Minimum of 20 ft.; maximum of 25 ft.

Construction: Minimum of 16 oz. vinyl material
Air holes (8 inch diameter semi-circular slits) staggered throughout
(approximately every 2 to 3 feet)
Reinforced Corners
Webbing sewn into edges
'D' Rings on all 4 corners
Grommets located approximately every 24" along top

The design (photo or mockup) is subject to review and approval by the Town Manager.

Availability and Installation

This service is available only to local, non-profit agencies. HMLD does not guarantee installation and removal of banners at specified times. System emergencies and inclement weather may force a change in schedule. HMLD will, however, make reasonable efforts to meet the requested schedules.

The requesting agency will be responsible for complying with any and all Town ordinances or regulations pertaining to such banners.