

**Town of Freeport**  
**Application for Temporary Banner Permit and Installation**

This application is for temporary banners on the poles provided adjacent to Independence Drive. Only Freeport non-profit organizations are permitted to apply. Maximum time allowed for banners is 14 days. Removal is required within 48 hours after the date of the event. Permits are issued on a first come, first serve basis from the Codes Officer. Maximum size of the banner shall be 42 inches by 30 feet and the minimum size of the banner shall be 32 inches by 20 feet. If there is a product sponsor, logo shall not exceed 10% of the banner.

All banners will be hung by the Freeport Fire Department as time and conditions permit. Banners must comply with the specifications listed on the reverse of this form.

Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of the Event \_\_\_\_\_

Date(s) of the Event \_\_\_\_\_

Location of Event \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

Please indicate dimensions, wording, and graphics below:

I understand that all banners must conform to the banner requirements on the reverse of this page. If for some reason the banner does not meet these specifications or is deemed unsafe, it will not be hung or will be removed. Banners will be hung, as conditions permit, by the Town of Freeport Fire Department.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

Approved by: \_\_\_\_\_

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

Fee Collected: \$ \_\_\_\_\_

## **BANNER REQUIREMENTS**

Banners must be dropped off with a "Copy" of the permit at least 7 days prior to the first day of permitted hang time. This allows the Fire Rescue Department to safely hang the banner when weather and conditions permit. If the banner is not dropped off in a timely manner, we cannot guarantee that it will be up in time for the start of the permitted time period. Banners are only hung during safe conditions for personnel and equipment.

If banner becomes twisted or undone, or becomes unsafe in its hanging, it will be removed and brought back to the Fire Station.

All banners must be picked up within 7 days of last day of permitted hang time. Any banners not picked up may be disposed of.

### **SIZE and HANGING MATERIAL REQUIREMENTS:**

1. **WIDTH:** Maximum width is to be 30ft, minimum width is 20 ft.
2. **HEIGHT:** Maximum height is 42" and minimum height is 32"
3. **CLIPS:** All banners will have grommets with attached caribeaner snaps (large size) placed every 18 inches near to the edges of top and bottom of banner.
4. **TIE DOWNS**" Two "D" style hooks will be placed on each corner of banner to attach to tie downs already at banner site. Do not send ties with banner.
5. **WIND DETERRENTS:** Banner will have wind flaps cut into it every 3 ft , approximately 5" in height and width.
6. **MATERIAL:** Banner will be made of tear resistant material.
7. Banner must be a single unit, at no time will two banners be hung together to make one unit. (It is unsafe during windy conditions.)

Fire Rescue Department reserves the right to deny any banners that do not meet these standards or is deemed unsafe.

Banners are hung using the Ladder Truck. The Freeport Fire Rescue Department will make all possible efforts to hang appropriate banners, however as unforeseen circumstances arise such as the piece of apparatus is not available due to mechanical problems, the Fire Rescue Department will do their best to notify the banner owner of when it will be available, allowing them to seek and alternate method for hanging the banner.