



APPLICATION FOR TEMPORARY BANNER PERMIT & INSTALLATION TOWN OF GRAY MAINE

For Office Use Only

Date Received: _____

Received by: _____

This application is for temporary banners on the poles provided on the corner of Route 26 and the Bypass AKA Grassy Knoll. Only Gray based non-profit organizations are permitted to apply. Permits are issued on a first come, first serve basis from the Town Manager in the priority order of banner pole use on the reverse side. Maximum time allowed for banners is 28 days. Removal will be within 48 hours after the date of the event. The preferred size of the banner should be 3 feet by 15 feet. Maximum size of the banner shall be 36 inches by 18 feet and the minimum size of the banner shall be 30 inches by 12 feet. If there is an event sponsor, logo shall not exceed 10% of the banner.

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

CONTACT INFORMATION

Applicant Name			
E-Mail Address		Phone Number	

EVENT

Organization/Group			
Mailing Address			
Name of the Event			
Start Date		End Date	
Location of Event		Map/Lot	

BANNER

Please indicate dimensions, wording, and graphics below:

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SIGNATURES

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 Gray or its designee.

Applicant Signature/Date:

Approved by:	Date:
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BANNER POLICY TOWN OF GRAY MAINE

This policy applies to temporary banners on the poles provided on the corner of RTE 26 and the Bypass AKA Grassy Knoll. Only Gray based non-profit organizations are permitted to apply. Permits are issued on a first come, first serve basis from the Town Manager in the priority order of banner pole use on the reverse side. Maximum time allowed for banners is 28 days. Removal will be within 48 hours after the date of the event. The preferred size of the banner should be 3 feet by 15 feet.

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 Town of Gray or its designee the time to safely hang the banner when weather and conditions permit. If the banner is not dropped off in a timely manner, it is not guaranteed that the banner 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.

All banners must be picked up within 7 days of the last day of permitted hanging unless arrangements have been made with Town of Gray or its designee to inventory it for the following year. Any banners not picked up may be disposed of.

SIZE AND MATERIAL REQUIREMENTS

1. **WIDTH:** Maximum width is to be 18 ft, minimum width is 12 ft. Preferred width is 15 ft.
2. **HEIGHT:** Maximum height is 36" and minimum height is 30". Preferred height is 36".
3. **GROMMETS:** All banners will have grommets placed every 18 inches near to the edges of top and bottom of banner.
4. **WIND DETERRENTS:** Banner will have wind flaps cut into it every 3 ft, approximately 5" in height and width.
5. **MATERIAL:** Banner will be made of tear resistant reinforced vinyl.
6. 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.)
7. If there is an event sponsor, logo shall not exceed 10% of the banner.

The Town of Gray reserves the right to deny any banner that does not meet these standards or is deemed unsafe.

PRIORITY ORDER OF BANNER POLE USE

1. Town of Gray and MSAD15 community events: Crystal Lake Ice Fishing Derby, Patriot 5K, Crossroads Challenge, Gray Fire/Rescue Chicken Barbecue
2. Gray Recreation sign-ups/events
3. Approved non-profit, non-religious, organizations/feeder programs sign-ups for sports seasons and sports camps: GNGLL, LAX, Field Hockey, PSC, PGC, YBA
4. MSAD15 School Events
5. When banner poles are not in use the "Welcome to MSAD15" and "Patriot Pride" or "Welcome to Gray" banners will be hung so that the poles will not be empty.