

# TOWN OF SHARON

## BANNER REQUEST FORM

The undersigned, a tax-exempt non-profit Sharon organization, hereby requests that the Town of Sharon Department of Public Works (DPW) hang an advertising banner across South Main Street in one of two locations (first position: intersection of North & South Main Streets; second position: intersection of South Main & Station Street) in Sharon, Massachusetts. In consideration thereof, the undersigned hereby acknowledges and agrees that the Town of Sharon shall have the sole discretion to hang the banner considering, among other things, the number and timing of other banner applications, the quality of construction of the banner and other such rules, policies, specifications and restrictions as the Town may have in place, adopt or revise from time to time.

By making its application to the Town, the undersigned agrees, with respect to the Town of Sharon, and their respective officials, employees and agents: (i) to indemnify and hold harmless from any and all costs and claims of any nature (including, without limitation, personal injuries or property damages) arising out of or related to, the erection and/or display of the banner. The undersigned also waives any and all claims that it may now or in the future have arising out of, or related to, the erection and/or display of the banner.

Requests for banner placement are accepted six (6) months in advance on a first-come, first-serve basis and shall be hung for only one (1) week at a time. Banners for town departments take precedence.

*Completed forms must be returned to the Select Board's Office at Town Hall, 90 South Main Street. Scanned copies via email to [selectboard@townofsharon.org](mailto:selectboard@townofsharon.org) are also acceptable.*

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

**Organization Name:** \_\_\_\_\_

**Name of Requestor** *(please print)*: \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Desired Display Week:** \_\_\_\_\_  
*(Monday—Monday)*

**Banner Content Explanation:** \_\_\_\_\_

### MINIMUM SPECIFICATIONS FOR STREET BANNERS

1. Recommended and typical size for a street banner is 3' high x 20' wide; double sided. (Banner may be smaller, but are usually difficult to read)
2. Banners to be constructed of heavy duty vinyl; grommets are to be installed along the top and bottom.
3. Wind holes are strongly suggested.

### DETAILS:

<b><u>For Office Use Only:</u></b>		
Date of Approval:		
Start Hang Date:		
Removal Date:		
Position:	First	Second

The Department of Public Works is responsible for hanging banners, and a \$25.00 fee (per occurrence) must accompany the banner when you bring it to the Department of Public Works (217R South Main Street). As storage space is limited, it is imperative that banners are picked up one week after they are taken down; otherwise the Town takes no responsibility if they are lost or misplaced. For questions about banner specifications, please contact Kevin Weber at the DPW: 781-784-1525.