



**TOWN OF WYTHEVILLE  
BANNER PERMIT APPLICATION  
Main Street  
Effective January 1, 2011**

To qualify for a banner permit, an organization or entity making application must be: (1) incorporated under the laws of Virginia for purposes of a social, fraternal, patriotic, or athletic nature; or (2) a regularly chartered branch, lodge or chapter of a national non-profit organization or society which is organized for social, fraternal, patriotic, cultural or athletic purposes.

Name of Applicant: \_\_\_\_\_

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

501(c)(3) or (4) number (or attach certification): \_\_\_\_\_

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

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

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

Title of Event or Activity: \_\_\_\_\_

Purpose of Banner: \_\_\_\_\_

*In space above, print exact wording as it will appear on proposed banner. The Town reserves the right to approve/amend all wording prior to the ordering of the banner.*

Installation Date (done on Mondays): \_\_\_\_\_

Removal Date (done on Mondays): \_\_\_\_\_

**FEE: \$50 PER WEEK**

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## BANNER PERMIT POLICIES AND PROCEDURES

### Read and initial each statement

- \_\_\_\_\_ The request for a banner permit cannot be submitted more than 90 days before the installation date
- \_\_\_\_\_ The banner permit application and fee must be received by the Director of Administrative Services/Town Clerk not less than 30 days before the installation date
- \_\_\_\_\_ The support brackets should extend the length of the banner **and contain ¼” steel cable in the top and bottom** to assure no substantial sagging or breakage. The banner must be loop-ended with at least one foot on each end
- \_\_\_\_\_ The banner should be a minimum of three (3) feet wide by twenty (20) feet long and the maximum size allowed is three (3) feet wide by thirty (30) feet long
- \_\_\_\_\_ The banner should be of such material as to allow wind to pass through and thus not generate an excessive wind load on the support cable or its anchorage
- \_\_\_\_\_ The Town will not be responsible for any damage to the banner during installation, during the period hung, and during removal. Owners of banners will be responsible for all repairs
- \_\_\_\_\_ All banners will be installed and removed on Mondays unless said Monday is a holiday or the necessary staff is committed to a Town emergency/event
- \_\_\_\_\_ Only banners relative to an event or activity taking place within the County that have some benefit or interest to the residents will be posted
- \_\_\_\_\_ Town sponsored events, activities, or organizations take precedence over all other events or activities. Should this occur the applicant will be refunded or may select a different date
- \_\_\_\_\_ The Town reserves the right to cancel any approved banner permit. If the Town cancels a permit, a refund will be issued
- \_\_\_\_\_ No political, obscene or pornographic banner of any kind may be considered for placement

\_\_\_\_\_ Banners must be in the Town Administrative Office by 5:00 PM on the Wednesday prior to the installation date or they will not be hung

\_\_\_\_\_ All banners must be picked up in the Town Administrative Office by 5:00 PM on the Wednesday after its removal. If the banner is not picked up by this time, it will be discarded

\_\_\_\_\_ Payment must be made to the Town of Wytheville. No dates will be confirmed or approved without payment

\_\_\_\_\_ Banners that do not adhere to these specifications will not be hung

\_\_\_\_\_ In consideration of this approval, the undersigned shall indemnify and save harmless the Town of Wytheville, its officers, officials, agent, contractors, or employees, from claims, damages, suits, judgments, legal actions, and the cost thereof, growing out of, or alleged to grow out of, the erection, maintenance, or removal of this banner

I, the undersigned, acting as agent of the requesting organization, certify that I have read and understand the banner policies associated with this request and accept that this banner permit will be cancelled if the banner does not adhere to the aforementioned specifications and/or policies.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



|  |
|--|
| Date Permit /Application Fee Received: _____ |
|--|

**APPROVAL SIGNATURE**

\_\_\_\_\_  
Sharon P. Hackler, MMC  
Director of Administrative Services/Town Clerk  
P. O. Box 533  
150 East Monroe Street, Suite 107  
Wytheville, VA 24382

\_\_\_\_\_  
Date

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