



TOWN OF MIDDLEBURG
APPLICATION TO DISPLAY
BANNERS ON TOWN LIGHT POLES
FOR NONPROFIT PUBLIC EVENTS

This application must be submitted at least four (4) weeks in advance of the first requested display date, with the required fee (\$100). All banners requested to use the town banners structures must meet the following requirements:

Town Public Event Banners Displayed on Light Pole Specifications

1. The applicant must submit twenty-one (21) banners or fewer to be hung; all must be 28" wide and 48" high with a 3 inch sleeve on the top and bottom, constructed of a non-weathered material.
2. Message, including graphics, depicted on the banners must be limited to the event and shall include no more than the event's name and logo.

Other Regulations

Banner reservations, upon application to the Town and submission of a \$100 fee, are made on a first come, first serve basis, within the priorities set by the Town Council as follows: 1) Non-profit public events sponsored by the Town; 2) Non-profit public events within Middleburg; 3) Non-profit public events within a 5-mile radius of Middleburg; and 4) Non-Profit public events outside of a 5-mile radius. The maximum display time is two (2) weeks, beginning on a Monday morning, unless an extension is granted by the Zoning Administrator. The banners must be delivered to the Town Office no later than 11:00 AM on the working day (Monday-Friday) before the banners are to be hung. Only the Town Street Maintenance Superintendent or his designee may hang the banners. The banners must be picked up from the Town Office on the first working day following the allowed display period, or a \$25.00 per day storage fee will be imposed. The Town of Middleburg is not responsible for damage to or theft of signs left in the Town's storage area beyond this time period.

APPLICATION INFORMATION

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

Number of Banners: _____ Display Dates: _____

Sponsoring Organization: _____

Tax I.D. #: _____

Authorized Representative: _____

Mailing Address: _____

Daytime Phone Number: _____

Email Address: _____

(cont. on next page)

**APPLICATION TO DISPLAY BANNERS ON
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FOR PUBLIC/NON-PROFIT EVENTS**

I, _____, representing _____
(Printed Name of Representative) (Printed Name of Organization)

understand and agree to comply with the regulations on the previous page.

Signature of Authorized Representative

Date

OFFICE USE ONLY

Date Filed: _____ Fee amount: _____ Date Paid: _____

Conditions of Approval: _____

Approved: _____ Date: _____
Town representative