



Banner Request Form

Westbrook Public Services
371 Saco Street
Westbrook, ME 04092

Instructions/Information

- This request is to install a banner above Main Street by the City of Westbrook for non-profit organizations and events only. Event must be held within the City of Westbrook.
- Fee: \$200 per location due upon receipt of application. Checks should be payable to: *City of Westbrook*. Organization is responsible for cost of police officer traffic detail required to hang the banner(s). Additional fees may apply if there are issues with weather or if additional supplies must be purchased to keep the banner up.
- Proof of Liability Insurance (Min. \$400k) will need to be provided with the City of Westbrook listed as an additional beneficiary.
- **No commercial advertisement allowed.**

Specifications for Banner

Please take this information to your banner/sign professional

- Length: 30 feet - Width: 3 feet
- 100-foot long ½-inch twisted nylon rope sewn continuously into the top and bottom of banner.
- 22 total grommets - 3 feet on center, top and bottom, below and above rope so hooks through grommets include the rope. Banner needs to be hung from hooks and rope.
- 22 hooks - 7/16 snap link.
- There should be 80 air holes throughout the banner - big slats/cuts. Small circular punch holes at top of slats to prevent tearing.

Note to Banner/Sign Professional: If you have any questions, please call Operations Manager at 207-854-0660.

Organization Information

Organization Name _____ Phone Number _____
Street _____ Town _____ State _____ Zip _____

Contact Information

Contact Person _____ Phone Number _____
Street _____ Town _____ State _____ Zip _____

Banner Information

Description of Event/Activity _____
Location of Event _____ Date _____
Date to Install Banner _____ Date to Remove Banner _____ Main Street

Signature

Signature of Responsible Party _____ Date _____

To be completed by Public Services:

Approved Denied
Check Received

Signature: _____
Date: _____