



**Banner Posting Application**  
**Town of Waterbury Recreation Department**  
 28 North Main  
 Street, Waterbury,  
 VT 05676

Telephone (802) 244-7174

Fax (802) 244-1014

Email: [Recreation@waterburyvt.com](mailto:Recreation@waterburyvt.com)

All banners displayed on the posts in Dac Rowe Fields must be approved by the Recreation Department through the use of this form in advance of posting. Complete and submit this form to the Recreation Department.

**Many thanks to Waterbury Rotary for the design, construction, and maintenance of the banner-posting structure.**

Event Organization or Party promoted by Banner:	
Description of Banner (content wording, color, size, etc., for identification):	
Date Banner will be hung:	Date banner will be removed:
Contact Person:	
Contact Email:	Contact Telephone:
Comments or Special Requests:	
<p>-This structure may be used to hang banners which announce community-wide or special events for the benefit of non- profit or civic organizations. A single individual representing the event or organization must apply to the Recreation Department for permission to use this structure. The Town assumes no liability for banners hung on this structure.</p> <p>-Each banner will be permitted to be erected no more than two (2) weeks before the initial date of an event and must be removed no longer than three (3) days after an event unless otherwise approved by the Recreation Department’s Office. Any banner not permitted or not adhering to this protocol will be subject to removal and retrieval at the Recreation Department’s Office.</p> <p>-The maximum number of banners that may be permitted to be displayed at one time is four (4). Scheduled hanging of banners will be permitted on a “first-come” basis as determined by the Recreation Department. Installation of banners shall be in order from lowest to highest position. Long banners and banners that may be permitted to remain displayed for a longer time must be hung at the lowest positions of the structure. Shorter banners should be hung in the higher two positions.</p> <p>-Banners permitted must be a.) constructed of material, roping, and grommets suitable for withstanding variations in weather conditions at the site, b.) no greater than fifteen ft (15’) long or thirty inches (30”) high, and c.) should have at least three (3) eight-inch (8”) diameter half-moon slits installed (on center and five feet (5’) on each side of center) to allow air to flow around and through the banner during periods of high wind. The use of alternate or additional ropes and bungee cords is prohibited.</p> <p>Signature _____ Date _____</p>	
For Office Use Only	
Approved By:	Date: