



## BANNER PERMIT APPLICATION

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone (Day): \_\_\_\_\_

Phone (Evening): \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Up: \_\_\_\_\_ Date Down: \_\_\_\_\_

### Restrictions and conditions:

- Event coordinator must present written permission to City Manager's office from applicable property owners
  - Brown Block, 2 Pleasant Street, (Jack Donovan, Executive Director, Business Finance Authority of NH, 2 Pillsbury St., Suite 201, Concord, NH 03301-4954) (as of 2/16)
  - Union Block, 1 Pleasant Street, (Gary Trottier Union Block LLC, Gary Trottier, 101 Maple Ave., Claremont, NH 03743) (as of 3/08)
  - Baker Block, 39-43 Pleasant Street, (Alan Croteau, Agent for Claremont Goodfella's Properties, 31 Pleasant Street, PMB 1, Claremont, NH 03743, (603)504-6460) (as of 3/17)
  - Rand Block, Pleasant Street, (Craig Burrell, Manager, Rand Block LLC, 804 South Road, Hopkinton, NH 03229) (as of 5/10)
- Event coordinator must obtain approval from the Fire Department for the banner, related equipment and the manner in which it is to be displayed before it is to be displayed
- Banner Criteria
  - Pleasant Street at Opera House Square is 72 feet wide.
  - Banners including the tie lines (4) one at each corner must reach 87 feet to compensate the tag lines tied to the buildings at an angle.
  - Banners must be at least 16 feet long 30 inches wide and be vented to reduce wind sail.

- Banners must be heavy duty vinyl or canvass, have reinforced edges with ½” ID grommets (at each corner and spaced at least every 30” at the top of the banner. Light duty vinyl banners from sponsors like Coke, Pepsi, etc., will not stand the wind effect at this location and will not be installed.
- D-rings, connector links, heavy duty wire ties or clasp hook fasteners must be large enough to connect and support the top of the banner grommets to the overhead ½” carrying strand (holding the weight of the banner to the strand or cable).
- The four corner tie ropes (5/16” *minimum nylon*) must be long enough to tie the corners of the banner to the anchor points on the buildings.
- Appropriate banners must be dropped off at the fire station at least twenty-four hours before they need to be hung and picked up at the fire station within twenty-four hours after they are taken down.
- A contact name and phone number of a person responsible for the banners should be left at the fire station when banners are left for hanging.
- Firefighters will only make two maintenance visits to make adjustments to a banner once it is hung. Should the banner require maintenance after that, it will be removed by the Fire Department. Banners damaged by wind or that present a hazard to traffic or pedestrians will be removed immediately.
- Installation, display and removal, and all other matters related to the banner are at the sole risk and liability of permittee.
- Pre-inspection of the banner by the Fire Department prior to installation is strongly recommended.
- Certificate of general liability insurance naming the City of Claremont as an Additional Insured BY ENDORSEMENT with per occurrence and aggregate limits of not less than \$1,000,000 required. Date Received: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_