



## EDENTON ELECTRIC DEPARTMENT

TOWN OF EDENTON

P.O. BOX 300

EDENTON, NORTH CAROLINA 27932

(252) 482-4414

Fax (252) 482-4416

### Banner Request Application

*Note: No request for placement of a banner on municipal property is complete until a signed copy of this form is received by the Town of Edenton Electric Department.*

**1. Name of Organization/Individual:** The full name of the organization or individual seeking to place a banner on municipal property.

\_\_\_\_\_

**2. Address of Organization/Individual:** The organization or individual has a principal place of business or residence at the following address:

\_\_\_\_\_

Telephone No. \_\_\_\_\_

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

**3. Local Sponsor:** The following individual who has signed below as "sponsor" affirms that the requested banner and its placement on municipal property has a civic, educational, economic or recreational purpose with a substantial value to the community:

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

\_\_\_\_\_

**4. Name of Event:** \_\_\_\_\_

**5. Display Date Requested:** \_\_\_\_\_

**6. Display Area Requested:** John A Holmes H.S. \_\_\_\_\_ Town Visitor's Center \_\_\_\_\_

**7. Release:** In consideration of the use of municipal property for the installation of its banner, the undersigned organization for itself and each and all of its members, hereby releases, remises and waives any and all claims which they, or any of them, ever will or may have against the Town of Edenton and/or its employees for any injury to persons or damage to property suffered as a result of its banner installation, except insofar as such injury or damage is directly and solely caused by the gross negligence or intentional misconduct of any person belonging to or acting on behalf of the Town of Edenton, or its employees.

**I hereby acknowledge receipt of a copy of the Town of Edenton's Policy for Placement of Banners on Municipal Property and agree to the conditions set forth in it.**

**I understand that if I do not pick up the banner from the Town of Edenton Electric Department within 15 days after the event date, the banner will be disposed of.**

**Requesting person, on behalf of organization:**

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

*An Equal Opportunity Employer*



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### Policy for Placement of Banners on Municipal Property

#### Introduction:

The Town of Edenton has two sites on North Broad Street suitable for the placement of banners making community announcements. The sites are located on North Broad Street near John A Holmes High School and the Town Visitor's Center. This policy is designed to regulate the process relative to the placement of banners at these locations and in any other location by the Town of Edenton.

#### Purpose:

The Town of Edenton allows the placement of banners relative to civic, cultural, educational and recreational purposes promoting events sponsored by various groups throughout the community, united in mission to improve the quality of life and offerings for Edenton residents and visitors. At a minimum, such a promotion requires that any group seeking the placement of a banner provide a sponsor who is a local resident and signs the application form prescribed below.

Placement of a banner for municipal purposes shall take precedence over all other requests. Placement of banners on municipal property for private entrepreneurial or commercial purposes is not allowed. Banners are not to be used for commercial advertising or to advertise or promote political candidates, parties or issues. However, a professionally placed logo of a business or corporation sponsoring the event may be included on a banner, not to exceed 20% of total size of banner.

A banner may not display any inappropriate symbols or messages or in any way suggest inappropriate material including but not limited to: offensive language, hate speak, pornographic images, and/or content considered demeaning and derisive.

Exceptions to this policy and decisions on the appropriateness of material may be made at the discretion of the Town Manager as he/she deems in the best interest of the community, and no decision by the Town Manager will be considered precedent setting for future requests.

#### Conditions:

1. No banner shall be placed for a period more than one week.
2. The banner must be constructed with air vents to minimize the "sail effect".
3. The banner must conform to the specifications listed in this policy.
4. The banner must be maintained in good condition at all times. In the event a banner becomes torn, damaged or detached from the pole, the banner shall be removed immediately. The Town of Edenton accepts no responsibility for damaged banners.
5. The Town of Edenton Electric Department must be furnished with an emergency contact who will be able to provide for immediate repair of the banner at all times.
6. The Town of Edenton Electric Department has the authority to refuse the placement of cross-street banners which, because of previous use, are in poor condition. In addition, they are also authorized to have the banner taken down at any time for any reason, e.g. disrepair, severe inclement weather, or any other reason they may find.

(over)

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7. The Town of Edenton Electric Department will assist at its own discretion in placing the banner and removing it. The Town of Edenton Electric Department is not obligated to provide this service and may be unable to due to equipment or manpower needs.

8. All banners shall be the responsibility of the sponsoring organization. The Town of Edenton Electric Department will not be responsible for storing banners. Banners not picked up within 15 days after event date will be disposed of.

**Application Process:** The sponsoring organization shall complete a written application and present it to the Town of Edenton Electric Department at least 2 weeks prior to planned installation date. The Electric Department Administrative Assistant will reserve the requested installation date and notify local sponsor immediately of any conflict or non-conformity.

Reservations shall be on a first-come first-served basis with the placement of a banner for municipal purposes taking precedence over all other requests.

There shall be no more than two special event cross-street banners placed at any given time.

**Indemnification:**

The organization or individual requesting the installation of a banner on municipal property must agree to hold the Town of Edenton, and its employees, harmless from and to indemnify them against all costs, damages, losses, claims and expenses incurred, directly or indirectly, as a result of such organization or individual's use of municipal property for placement of a banner. Such costs, damages, losses, claims and expenses shall include, without limitation, any damage to the municipal property, the cost of employee overtime if occasioned by the use of the property, the cost of any police coverage if deemed necessary by circumstances relative to the banner placement, and any claim asserted by any third person against the Town of Edenton, and/or any town employee on account of any alleged injury casually related to the banner, together with defense costs, including reasonable attorney's fees.

## **Banner Specifications:**

**Size: 33-36 inches tall X 20-25 feet in length**

**Material: Standard vinyl banner material**

**Banner Construction: Reinforced corners, web strapping or 3/8" rope with a working load of 200 pounds to withstand 50 mph winds**

**75 feet of web strapping or rope run through the top and bottom of banner and secured at corners**

**Wind vents required**

**Grommets every 30-36 inches along top and bottom of banner**