

# Waterville Public Works Banner Placement Agreement Form

Please see reverse for special provisions and conditions.

Please Print (Please use one application form per date request)

Dates Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Banner Size: H: \_\_\_\_\_ W: \_\_\_\_\_

Exact Banner Message:

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

"I have read and understand the provisions stated on the reverse side of this form"

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

Do Not Write Below - For Office Use Only

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Dates Assigned: From: \_\_\_\_\_ To: \_\_\_\_\_

Drop Off Date: \_\_\_\_\_

Pick Up Date: \_\_\_\_\_

# Waterville Public Works

## Banner Placement Specifications/Criteria

Waterville Public Works shall in no way be responsible for banners that are damaged by wind, vehicles or other causes. The owner or organization will be billed for labor and equipment if the Public Works Department is called in to take care of a banner during off hours.

### Date Reservations

Banners will be hung and removed on Mondays only. Waterville Public Works reserves the right to alter the day of banner placement do to unforeseen circumstances such as inclement weather.

Prior to dates being reserved for banner placement, the Banner Placement Form must be completed and returned to the Waterville Public Works Department (6 Wentworth Ct, Waterville or via fax (207) 877-7532). Dates may be requested up to three months in advance and will be granted first-come, first-served basis. Banners will remain in place for a maximum of two weeks. In the event of a “double booking”, the Banner Placement Form which was received at Waterville Public Works first, will prevail. Waterville Public Works reserve the right to alter request dates when necessary.

### Banner Delivery/Pick Up

Banners must be brought to Waterville Public Works one week prior to placement and marked in such a way that it identifies the owner’s name (or organization) and telephone number, preferably in permanent black marker. All banners must be picked up within two business days of being taken down. Waterville Public Works will not be responsible for banners not picked up within the defined time frame. Banners not picked up within two business days of being taken down may be thrown away.

### Banner Criteria/Specifications

City Ordinance requires that there be no personal or commercial advertising on the banner.

Prior to delivery, the banner must be inspected by the owner or organization to ensure that it is structurally sound to withstand high winds. This means no excessive wear and tear, all eyelets must be intact, and all ropes and tie-downs shall be in good condition. In addition, the banner must have sufficient slots or cutouts to allow air to pass through the banner. Waterville Public Works reserves the right to inspect all banners to ensure they are structurally sound. Banners not meeting the requirements or found to be damaged will not be hung.

Banners must be:

1. Standard 16ft x 30in. Banners not meeting this size will not be hung.
2. Banner material weight of 15 oz or greater.
3. One inch double stitched hem on all four sides
4. Nylons loops of approximately 6” stitched 18” in hem on all four corners.
5. Minimum of eleven Air Relief Vents of 5” semi circles.