BELLOWS FALLS VILLAGE CORPORATION
BANNER POLICY

Agency requesting Banner:_____

The following specifications and procedures will be followed regarding hanging Banners in the Bellows Falls Square. This procedure shall be reviewed and signed by a representative of the agency that is requesting the hanging of their banner. Banners deemed of unacceptable content by the Bellows Falls Fire Department will not be hung. The fee will be returned should this occur.

All banners to be hung in the Square will meet the following specifications and/or regulations:

1. A fee will be charged to hang banners in the Village Square. This fee must be paid to the Village of Bellows Falls and received at the Bellows Falls Fire Department before any banner is hung.

   Regular Fee: $75.00

   A reduction in the Regular Banner Fee can be requested in writing to the Municipal Manager for State agencies, Regional Commissions, public schools and not for profit organizations.

   Reduced Rate: $25.00

2. All banners to be hung shall be brought to the Bellows Falls Fire Station at 170 Rockingham Street "READY TO HANG" with all necessary hardware attached. If banner is not "ready to hang" an additional fee of $25.00 will be charged and must be paid prior to hanging.

3. All banners shall be made of heavy duty canvas or reinforced vinyl in order to withstand wind and weather conditions

4. ONE QUARTER INCH PLASTIC COATED CABLE or 3/8 polypropylene rope must be provided on each side of the banner to secure the banner to the buildings.

5. Small loops must be provided at the end of each cable (or rope) in order to hook the cables to hardware on the buildings.

6. A 36 inch heavy duty rubber bungee cords must be provided for each cable that is to be secured to the buildings.

7. Large, Heavy Duty spring loaded Dog Chain clips (or equivalent) will be provided to secure the top of the Banner to the main holding cable.

8. These dog clips shall be spaced not more than 36 inches apart on the banner.

9. The total length of the CABLES and BANNER will be 78 feet.

10. Banners hung by the Bellows Falls Fire Department will be done at the convenience of the Fire Department and must be brought in not less than 5 days prior to the date it is scheduled to be hung. Every effort will be made to comply with requested dates.

11. The Bellows Falls Fire Department and/or the Bellows Falls Village Corporation will not be held liable or responsible for the condition of banners, damage to a banner, or damage caused by any banner.

12. Maintenance and storage of banners is the responsibility of the owner or agency of the banner. The Bellows Falls Fire Department will not maintain or store any banners.

13. The Red Cross banner dates will take priority over any other banner.

14. This completed form must be presented to the Bellows Falls Fire Department prior to banners being hung.

15. ANY BANNERS THAT DO NOT CONFORM TO THESE SPECIFICATIONS OR RULES WILL NOT BE ACCEPTED OR HUNG.

I _____ being the representative of

_____ Phone Number:_____

Request that a banner be hung up in the Square and agree that the Village of Bellows Falls will not be held liable or responsible for any damage or injury caused in any way by this Banner.
*Note: Banners can not be hung or taken down on Saturdays or Sundays

Requested Date to Hang Banner:_____

Requested Date to Remove Banner: _____

Fee Reduction Approved: _____