



BANNERS RESERVATION REQUEST FORM

- Banner Specification:
- * 20 Feet in length (NO LONGER THAN 20 FEET AND NO SHORTER THAN 10 FEET)
 - * 3 Feet wide (NO WIDER THAN 3 FEET)
 - * Holes in body of banner for wind to pass through
 - * Bunting on top, bottom and all four corners
 - * 100' of nylon rope
 - * 4 Tie loops at each corner
 - * Printing on each side of banner

Submitted by: Name: _____
 Representing: _____
 Address: _____
 Telephone Number: _____

Dates Desired: From _____ To _____

Brief description of what the banner says: _____

The Town of Orange reserves the right to limit the duration of any banners displayed and to impose any special conditions deemed necessary by the Town. **Please see back of this form for new Policy in effect November 1, 2013. Banner Reservation fee is \$85.00**

- Reservations are based on a first come/first served basis and up to one year in advance.
- No certain organization or event has automatic renewal. You must submit a new reservation form each year.
- The Town cannot guarantee any dates unless completed form is received.
- Banners may be dropped off at the Public Works Department up to 10 days in advance of scheduled time and must be picked up within 10 days of removal. **Banners left on the premises after 10 days are subject to disposal. The Town will not be liable for lost or damaged banners.** _____ INITIAL HERE
- Please remember you can not place any other signs within the Town's right of way. This includes attaching signs to poles.
- Banners will not be put up on desired date if poor weather conditions exist. It will be hung as soon as weather permits.
- Banners will remain up only 14 days (Exceptions made if no reservation request proceeding the 14 days)

Signature: _____ Date: _____

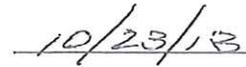
POLICY FOR THE ERECTION OF A BANNER ABOVE A PUBLIC STREET IN THE TOWN OF ORANGE

As directed by the Town Council, I as Town Manager, hereby promulgate the following Rules and Regulations governing the erection of banners above public streets within the Town of Orange to be effective for all applications received on or after November 1, 2013:

1. There is hereby created a limited public forum above Main Street where, under these Rules and Regulations, a banner upon application may be erected above a public street within the Town.
2. The limited public forum is to permit organizations to promote charitable, historical, religious or other civic events and activities primarily for the benefit of the community, taking place within or near the Town or County of Orange, to display a banner within the Town's airspace above Main Street opposite the Bank of American Building. Additional spaces may be designated by the Town Manager at his discretion in the future.
3. Applications will be accepted no more than one year ahead of the time the display is requested. Requests can be for one to two weeks (generally Monday to Monday), or longer at the discretion of the Town Manager if there are no other applications pending.
4. Applications for events and activities qualifying under these Rules shall be on a first come, first served basis. If applications are received simultaneously, priority shall be by lot.
5. The application must state the name of the sponsoring organization, the event or activity to be announced, and the message that will be on the banner.
6. Banners must conform to the physical specifications set forth in the attached Banner Application and must be delivered to the Town Public Works Dept. no later than 10 days prior to the date the applicant wishes installation.
7. All installations and removals will be by the Town of Orange Public Works Dept. and banners must be picked up within 10 days of removal. Banners left for more than 10 days will be disposed of by the Town. The Town assumes no liability for damaged or disposed of banners.
8. At the time of the application, the applicant must pay the fee for installation and removal by Town employees, if any, as set by the Town Council in its Appropriations Ordinance.
9. If an applicant disagrees with the decision or interpretation of the Town Manager under these Rules and Regulations, he or she, within five days of such action, may file an appeal in writing with the Clerk for the Town Council stating the grounds for such disagreement.
10. The period for banners under these Rules and Regulations is from January 1 – November 30. The month of December is reserved for Town holiday messages.



Town Manager



Date