



Town of Altavista Event Banner Permit

PERMIT No. _____

Name of Organization: _____

Organization's Address: _____

Responsible Party: _____

Address of Responsible Party: _____

Phone #: _____ Email: _____

Event Name: _____ Event Date(s): _____

Banner Message*: _____ Banner Dimensions: _____

Type of Event: _____ Display Dates: _____

***Please attach a picture of the banner**

In accordance with §86-641 of the Code of the Town of Altavista, no banner shall be placed over the public rights-of way except in conformity with the following regulations:

- Banners may be erected over the public right-of-way only for the purpose of advertising of a town-wide charitable, civic or community event; the purpose of which is the betterment of the community as a whole and not for private gain.
- Placement of banner over the public right-of-way in the town shall be subject to the approval of the town manager or his or her designee. Parties wishing to place a banner shall apply to the town manager or designee not less than 30 days prior to the date that applicant desires the banner to be erected.
- The applicant shall execute an agreement holding the town harmless against all claims for personal injury or property damage resulting from the use of the public right-of-way.
- Banners may not be displayed for a period exceeding 14 days.
- Banners may be placed no earlier than two weeks prior to the event and will be removed within two days following the event. Applicant shall pick up the banner from the town shop not later than ten days after the event. After ten days has elapsed, the town will not be responsible for storage of the banner and may discard the same at any time.
- Banners shall not exceed 120 square feet in area and shall have a minimum clearance of 21 feet over street grade. Banners shall have reinforced eyelets in each corner, and a continuous reinforced border around the perimeter of the banner. Air vents shall be provided in each banner to allow air to pass through the banner.

By signing below, I certify that the information on this application is true to the best of my knowledge. In consideration for the Town of Altavista granting the organization's representative permission to display a banner over Main Street to advertise the event, the undersigned agrees to assume the defense and indemnify and save harmless the Town, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's banner, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The Town, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.

APPLICANT SIGNATURE

DATE

For Community Development Office Use Only

Special Event Permit Approved: YES NO

Date to erect banner: _____

Certificate of Insurance Received: YES NO

Date to remove banner: _____

Application : Approved Denied

Zoning Administrator

Date