TOWN OF ATHERTON
BANNER PERMIT APPLICATION
80 FAIR OAKS LANE, ATHERTON, CALIFORNIA 94027
PH: 650-752-0500
$75 nonrefundable fee

Title of Event: _____

Contact Person: _____

Name of Organization: _____

Mailing Address: _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

Dates Requested: ____/_____/_____ **TO** ____/_____/_____

Banner Dimensions: _____ **BY** _____

PLEASE INDICATE THE EXACT WORDING OF THE BANNER:

_____

_____

_____

The undersigned applicant agrees that the Town of Atherton is not responsible for any lost, damaged, or stolen banners displayed or stored at Atherton Town Hall.

Applicant Signature: _____ **Date:** _____

We are requesting approval of the City Manager to have MCE put up a banner in accordance with Town policy.

CITY MANAGER: _____ **Date:** _____

TOWN OF ATHERTON BANNER GUIDELINES: *All requests for the posting of banners on public agency property within the limits of the Town of Atherton must be addressed to the Town in writing. The banners will be installed and removed by Town Staff. All banners must meet the following criteria before approval can be granted:*

(1) Banner must be associated with the Town of Atherton or a Town sponsored event taking place within Atherton Town limits, the banner may not be displayed for more than two weeks;
(2) The banner must be approved by the City Manager;
(3) Banner size is 4' high by 12' wide including grommets in all four corners in addition to the middle of banner on top and bottom;
(4) No banners can be hung exclusively, unless no other banners are scheduled;
(5) Banner applications are accepted for the following year beginning in December
(6) Applicant is responsible for retrieving the banner within ten (10) business days from Town Hall or banner will be disposed of;

TOWN OF ATHERTON PRIORITY: The following shall be the priority for display of banners in order as follows: Town of Atherton; Atherton Standing Committees, Council, Community Designated Group and Town sponsored events; Only one (1) event may be advertised in a banner.