

**TOWN OF NORTH EAST
POLICIES AND REGULATIONS
FOR THE USE OF THE TOWN HALL
FOR DISPLAYING BANNERS**

106 S. Main Street, North East, Maryland 21901

AS PART OF THE SERVICE TO THE COMMUNITY, THE TOWN OF NORTH EAST (“TOWN”) WILL PROVIDE THE TOWN HALL BUILDING FOR HANGING STREET BANNERS ACROSS MAIN STREET UNDER THE FOLLOWING CONDITIONS:

- **Banner must advertise a local community event open to the public. The Town will determine whether the event is considered a local event.**
- **State Highway Administration approval must be received. Copy of approval must be supplied to Town Hall. State Highway Administration approval does not preclude the applicant from receiving approval from the Town.**
- **Annual events benefiting the Town’s local merchants and local businesses will have precedent over other events. All other events will be reserved by the Town on a first come first serve basis.**
- **Banner must be a minimum of 4 feet high by 20 feet wide. Maximum can not exceed 4 feet high by 30 feet wide. Minimum rope must be 3/8” not to exceed 1/2 “. Cable loops must be installed at all four corners. Banners must have wind holes or be of mesh material. All banners must meet Delmarva Power regulations for banners.**
- **Banners must not display any commercial advertisement.**
- **In case of wind or weather advisory, the Maintenance Supervisor has the discretion of removing the banner until such times as weather conditions are deemed safe for banners.**
- **Banners will be hung and removed by the Town Maintenance Personnel pursuant to their schedule.**
- **Banners must be delivered 10 days prior to being hung and must be picked up no later than 72 hours after removal.**
- **The Town reserves the right to refuse any permit.**
- **The Town assumes no responsibility whatsoever for the loss or damage of the banner.**
- **The fact that a banner is approved does not constitute an endorsement by the Town of the event.**

I HAVE READ AND UNDERSTAND THE POLICIES AND REGULATIONS OUTLINED ABOVE. I AGREE TO COMPLY WITH THE POLICES AND REGULATIONS OUTLINED ABOVE.

Event: _____

Applicant: _____