

CITY OF BOERNE BANNER DISPLAY APPLICATION

TO BE FILLED OUT BY CUSTOMER:

DESIRED DATE OF DISPLAY: _____

LOCATION/COST: South Main Street / \$115.00 for up to 2 weeks

NAME OF EVENT: _____

ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____
(City, State, Zip Code) _____

CONTACT NUMBER: _____ (Home/Work/Cell) _____ (Fax/Email)

POLICY AND PROCEDURES

1. Banners may be booked up to one (1) year in advance of the month of display. Maximum display time is two (2) weeks. Longer periods must be approved by the City Manager or duly authorized representative. Installation of banners will be limited to Civic/Community Events Only, unless approved by the City Manager or duly authorized representative.
2. Banners **must be 36 ft. x 4 ft. with 10 ft. of 3/8" rope at each corner.** Banners must be made of open mesh and in good repair. Rope can be threaded nylon or sisal.
3. Please be aware that the exact "Asked for" date of the banner to be displayed is at the discretion of the City of Boerne work load. **UTILITY EMERGENCIES HAVE PRIORITY.**
4. Banners should be delivered to the Public Works Department, 400 E. Blanco Rd. in a neat and folded manner one (1) week prior to date of display.
5. Payment is due within two (2) weeks of booking. Non-payment may result in loss of reservation. If mailing, please mail to: City of Boerne, 400 E. Blanco Rd./P.O. Box 1677, Boerne, TX 78006.
6. After display, banners will be available for pick-up at the Public Works Department, 400 E. Blanco Rd. during normal working hours of 8am-5pm.
7. For any questions, please contact Crystal Barrera in Public Works (830) 248-1538 or via email: cbarrera@boerne-tx.gov

PAYMENT IS DUE BY:

PLEASE DELIVER YOUR BANNER BY:

FOR PUBLIC WORKS USE ONLY:

DATE / RESERVATION TAKEN BY: _____ / _____

DATE / AMT PD / CK # / CASH: _____ / \$ _____ / _____
Check # Cash