

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 INFO:	_____
	(Fax/Email) (Home/Work/Cell)

POLICY AND PROCEDURES

1. Banners are booked 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 Utilities Department (2nd floor), 447 N. Main St. 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, Attn: Banner Reservations, P.O. Box 1677, Boerne, TX 78006.
6. After display, banners are to be picked up within the week they are taken down. They will be available for pick-up at the Utilities Department (2nd floor), 447 N. Main St. during normal working hours of 8am-5pm.
7. For any questions, please contact Stacy Hagen in Utilities (830) 248-1538 or via email: shagen@boerne-tx.gov

PAYMENT IS DUE BY: _____

PLEASE DELIVER YOUR BANNER BETWEEN: _____

FOR UTILITIES DEPT. USE ONLY:

Reservation Taken By: _____

Date Reservation Was Made: _____

\$ _____
Amount Paid

_____ Check#

_____ Cash

_____ CC

_____ Date of Payment