



BANNER DISPLAY APPLICATION

TO BE FILLED OUT BY CUSTOMER:

DESIRED DATE OF DISPLAY:	_____
LOCATION/COST:	South Main Street / \$150.00 for up to 2 weeks
NAME OF EVENT:	_____
ORGANIZATION:	_____
CONTACT NAME:	_____
ADDRESS:	_____
	(City, State, Zip Code)
CONTACT INFO:	_____
	(Email) (Phone: 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**. Rope can be threaded nylon or sisal. Banners must be made of open mesh (no vinyl or coated mesh) and in good repair. Banners must have safety clips spaced every 18" – 24" across the top of the banner.
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 the week week prior to date of display. (see below for delivery date).
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 Chas Valdes in Utilities (830) 248-1538 or via email: cvaldes@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