Town of Lynnfield
Application for Banner Above Common

Applicant Name: _____

 Address: _____

Daytime Phone:_____ Cell:_____ Email: _____

Organization: _____

Organization Address: _____

Is the organization not-for-profit organization (Y/N) _____ Does it have 501(c)(3) status (Y/N) ___

Event to be advertised: _____   Date of event: _____

Banner will be hung one week prior to event unless otherwise requested. Banners will be displayed for a one-week maximum. Banners will be hung according to availability of space, on a first-come, first-served basis. Hanging of banner is weather dependent. The Town of Lynnfield assumes no responsibility for damage to banner due to weather, wind, accidental damage or any other cause. Please submit banner requests 45 days in advance of date to allow time for review and scheduling.

Signature of Applicant: _____Date: _____

For Internal Use Only:

Fire Department   Approval__ Denied___ Conditions/Comments_____

Banner Policy

- Applications to display a banner shall be made in writing to the Selectmen's Office at least four weeks prior to when the banner is to be strung.

- The Selectmen's Office shall keep a log of all banner applications and a calendar showing the dates of all approved banner display permits.

- Applications shall be acted upon on a first-come, firs-served basis.

- Only Banners advertising charitable or Town sponsored events shall be allowed.

- Banners shall be displayed for one week only unless there are no other pending requests for the same period of time and such extended display shall be approved by the Board of Selectmen.

- Banners will be hung by the Fire Department.

- **BANNER SREQUIREMENTS**: 15' x 4' with metal grommets and appropriate wind slots. Banners should be made for aerial display. Please consult with your sign company on appropriate size and location of windslots and appropriate sign materials for aerial display.

- **The Town of Lynnfield will not be responsible for any damage incurred during the display and storage of banners.**

- **Banners must be picked up within two weeks of removal.** The Fire Dept. will not store banners.

- Contact Lt. Cohen of the Fire Department at 781-710-1103 to make arrangements and with any questions.