

PROCEDURES FOR BANNERS

- 1. Only non-profit organizations can request a banner to be hung across either West Main Street or North Broad Street.**

- 2. The organization must write a letter to the Town of Middletown, Business Licensing Department requesting permission to hang a banner. The following items should be included in the letter:**
 - a. Name, address, phone and fax number of organization.**
 - b. Contact name.**
 - c. Purpose of banner.**
 - d. Where to hang banner?** (*West Main Street or North Broad Street*)
 - e. Date of the event.**
 - f. Requested dates (to and from) to hang banner.** (*Banners are only allowed up for two weeks prior to the event.*)

- 3. A typical size banner is 20 to 21 feet wide by 3 feet high.**

- 4. The following items are recommended for each banner:**
 - a. Grommets to be run all along the top and bottom of the banner.** (*Banners hold up better with the rope running through the grommets at the top and bottom of the banner instead of just on the corners.*)
 - b. Wind slits.**

- 5. A total of 140 feet of 3/8 inch white diamond braided nylon rope needs to be supplied to the Town for hanging the banner.** (*Street width is 70 feet*)

- 6. If the Town of Middletown approves the banner, a letter confirming the approval with conditions and instructions will be mailed to the organization.**