CITY OF CARO

Banner Policy

- Only non-profit organizations will be authorized to hang banners within the City.
- Banners shall be related to an activity, taking place within the City of Caro.
- Fees – Put up and take down charges (**must** be paid prior to the banner being hung)
  - 1 Banner $75.00
  - 2 Banners $150.00
- City DPW Personnel will be responsible for Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- No Banners will be stored by City.
- Banners must be 24" to 28" wide and 25' long with wind vents (1/2 moon slit).
- All Banners will be dropped off not sooner than 48 hours prior to the event and picked up no later than 48 hours after the event at DPW, 741 Hooper St. Caro.
- The City reserves the right to refuse any banners that are unsightly, material is not durable or are deemed a safety factor.

BANNER REQUEST

NAME_____**PHONE**_____

ORGANIZATION_____

EVENT_____

DATE YOU WISH BANNERS TO BE PUT UP_____

DATE YOU WISH BANNERS TO BE TAKEN DOWN_____

Approved By: _____ _____
City Council **Date**
By: City Clerk

Payment Received by:_____ _____
Date

Adopted by Council: 04-03-06 Revised 12-23-15

Policy # 06-002