

**TOWN OF BERTHOUD  
BANNER PERMIT APPLICATION**



ORGANIZATION \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

ORGANIZATION ADDRESS \_\_\_\_\_

CONTACT NAME(S) \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

REQUESTED DISPLAY START DATE: \_\_\_\_\_

BANNER SIZE (Up to 3x20): \_\_\_\_\_

BANNER LOCATIONS \$100 PER LOCATION:

**Dog Park, 5<sup>th</sup> and Welch, Downtown Skate Park, Fickel Park, Berthoud Parkway and Mountain Avenue,  
Richardson Farm Field, Railroad Park, Berthoud Town Park**

PLEASE INDICATE WHICH OF THE LOCATIONS FOR THE BANNER TO BE HUNG:

Location Request \_\_\_\_\_

EVENT DESCRIPTION \_\_\_\_\_

## NOTICE

The Town of Berthoud will not hang any banner that does not meet the requirements stated below

## Requirements

1. Banners shall only be used to provide awareness of local civic or community events and activities that all community members can attend.
2. All dates are available on a first come, first serve basis. Dates may be reserved no earlier than nine (9) months prior to the date the banner is to be hung.
3. The banner permit application must be submitted at least two (2) weeks prior to installation.
4. Banners must be delivered to the Berthoud Community Development Department (upstairs town hall) at least five (5) working days before the banner is to be hung.
5. Banners can be hung in one location for fourteen (14) days, per event, per year.
6. All approved banners will be installed and removed by the Town of Berthoud Parks and Recreation Department staff on Mondays only (excluding Holidays and weather permitting).
7. Banners are to be picked up immediately From the Community Development Department after removal date. Unclaimed banners will be disposed of after 30 days. The Town of Berthoud is not responsible for damage or loss of banners.
8. The Town of Berthoud reserves the right to refuse to hang any banner determined unsafe or unsuitable as well as take down any banner that becomes damaged or is in a state of disrepair.
9. Banners shall be made of reinforced fabric suitable for adverse weather conditions and shall be capable of withstanding winds up to 90 miles per hour without tearing (must have wind cuts). Banners shall be constructed from materials that allow wind to pass through, reducing wind-load effects. Banners shall be 3' wide and no more than 20' in length.
10. Banners shall have metal grommets spaced every three feet along the top and bottom edges to provide attachment points to support cables.
11. All Banner Permits must have a sketch or proof of their banner attached with permit in order to be approved to be hung.

BANNER OWNER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ PAID \_\_\_\_\_ DATE \_\_\_\_\_