

FEE \$0

Permit# \_\_\_\_\_

**TOWN OF CAMDEN**  
**\*\*\*APPLICATION FOR BANNER PERMIT\*\*\***  
**Elm Street Pole**

NON-PROFIT ORGANIZATION: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ DATES OF DISPLAY: \_\_\_\_\_

In the space below, show **all dimensions**, wording and graphics.

Town of Camden	POB 1207	Camden	ME	04843	phone 207.236.3353	fax 207.236.7956

**Important:** When removing the banner, do NOT hoist the S-hooks to the top of the banner pole. If you do not leave the pole so that the next group can easily use it, you will be denied permits for future banners.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

( ) Approved ( ) Denied \_\_\_\_\_  
Code Enforcement Officer Date

Rev. 5/2006

## **SPECIFICATIONS FOR BANNERS ON ELM STREET POLE**

1. Length: 9 feet
2. Width: 35 ¼ inches maximum
3. Dowels should be placed at the top and bottom of the banner for proper support.

## **INSTRUCTIONS FOR INSTALLING BANNERS**

1. Use an 8-foot stepladder to disconnect the S-hooks from the lower horizontal bar. Attach the S-hooks to the top of the banner and hoist on the ropes to raise the banner. Secure the ropes to the cleats.
2. Tie the bottom of the banner securely to the lower horizontal bar with the wires.
3. Pull on the ropes again to tighten the banner and secure the ropes to the cleats.

## **INSTRUCTIONS FOR REMOVING BANNERS**

1. Untie the ropes from the cleats and pull on the banner until the top is at the lower bar.
2. First, untie the bottom of the banner from the horizontal bar.
3. Next, remove the S-hooks from the top of the banner and immediately tie them to the lower bar. **IMPORTANT** – do not hoist the S-hooks to the top of the banner pole. If you do not leave the pole so that the next group can easily use it, you will be denied permits for future banners.

If you have any questions, please call the Town Office at 236-3353 and ask for Beth.