

BANNER REQUEST FORM

Scarborough Community Services

259 U.S. Route One, Third Floor
P.O. Box 360
Scarborough, ME 04070-0360
207.730.4150 Fax: 207.730.4165

Instructions/Information

- This request is to install a banner above Route 114 (Gorham Road) by Scarborough High School for non-profit organizations and events only. Event must be held within the Town of Scarborough.
- Fee: \$500 due upon receipt of application. Checks should be payable to: *Town of Scarborough*. Additional fees may apply if there are issues with weather or if additional supplies must be purchased to keep the banner up.
- Banner will be displayed no longer than two weeks.
- **Please Note:** Most banners will be hung on the weekend.

Specifications for Banner

Please take this information to your banner/sign professional.

- Length: 30 feet -- Width: 3 feet
- 100-foot long ½-inch twisted nylon rope sewn continuously into the top and bottom of banner.
- 22 total grommets – 3 feet on center, top and bottom, below and above rope so hooks through grommets include the rope. Banner needs to be hung from hooks and rope.
- 22 hooks -- 7/16 snap link.
- There should be 80 air holes throughout the banner – big slats/cuts. Small circular punch holes at top of slats to prevent tearing.

Note to Banner/Sign Professional: If you have any questions, please call Community Services at 730-4150.



Organization Information

Organization Name _____ Phone Number _____
Street _____ Town _____ State _____ Zip _____

Contact Information

Contact Person _____ Phone Number _____
Street _____ Town _____ State _____ Zip _____

Banner Information

Description of Event/Activity _____
Location of Event _____ Date _____
Date to Install Banner _____ Date to Remove Banner _____

Signature

Signature of Responsible Party _____ Date _____

To be completed by Community Services:

Approved _____ Denied _____
Todd Souza, Director _____ Date _____
Contacted Don Mitchell by phone (Date) _____ Sent check (Date) _____ Called applicant re approval _____