



P.O. Box 168, Breckenridge, Colorado 80424

Filing Fee Per Week: \$125.00

BANNER APPLICATION

Event: _____

Applicant & Organization Name: _____

Mailing Address: _____

Contact Phone #: _____ Email Address: _____

Banner Constructed by: _____ Banner Company Phone #: _____

Banner Dates: (1 week max on each line, you may request multiple dates on one permit application)

Week 1: To Go Up Monday*, _____ To Come Down Monday*, _____

Week 2: To Go Up Monday, _____ To Come Down Monday, _____

Week 3: To Go Up Monday, _____ To Come Down Monday, _____

Office Use Only		
Approved	Denied	Conditional
Approved	Denied	Conditional
Approved	Denied	Conditional

* Weather and conditions permitting. Banner installation may be delayed by up to 48 hours due to operational constraints and/or unforeseen circumstances.

By initialing the boxes below, applicant agrees with and understands the construction and submission requirements stated.

Banner will only be hung when all the requirements of this application have been met

- The maximum banner length shall not exceed 40 feet and the height shall not exceed 4 feet.
- The banner shall be constructed with a mesh material that allows wind to pass through, thus preventing the banner from being damaged or blown down by wind. In light of greening efforts, we require that banners be reusable mesh banners with panels that can be replaced every year with new dates and information. **The banner must be 1/4 inch open weave polyester mesh with replaceable panels (no vinyl mesh). These requirements are necessary due to the high winds that Breckenridge experiences.**
- Steel grommets **must** be used and placed every 3 feet along the top of the banner to allow for carabiners in every grommet across the **top of the banner but are not needed in the bottom of the banner**. Banners with metal clips sewn into the top of the banner will not be accepted under any condition. The Town of Breckenridge will provide carabiners for hanging. PLEASE REMOVE any existing carabiners before submitting banners.
- A 1/2 inch minimum, non-spliced, braided **nylon** rope shall be inserted along the length of both the top and bottom of the banner ropes must be attached to the banner when delivered).
- The attachment of ropes/rope "tails" on all 4 corners of the banner must be minimum of 50 feet in length each in order for proper installation - each 50 foot length of rope must be continuous (no knotted or spliced ropes will be accepted). Photos available in case examples are needed.
- Banners **MUST BE inspected and approved by Public Works 4 weeks prior to hanging. The 4 weeks timeframe allows for changes to be made by the manufacturer. If banner is not approved it will not be hung and no refunds will be issued. MUST BE picked up within 2 weeks of the date they were taken down.** Failure to do so will result in possible failure to hang the banner and/or denial of future banner applications. Please drop off banner at Town of Breckenridge Public Works office at 1095 Airport Road, Breckenridge, CO 80424 (drop off with front desk and pick up banner in banner box).
- Banners are hung on Mondays and come down Mondays, weather and conditions permitting. The Town makes every effort to hang the banner on this schedule; however, with little or no notice Public Works' ability to hang the banner may be delayed by up to 48 hours due to operational constraints and unforeseen circumstances. Reimbursement for these delays will not be provided. Banner scheduling requests may be made no sooner than 6 months in advance. Due to high demand each banner may be up a maximum of 1 week at a time unless other events have not been requested 1 month prior to installation of the banner. New applications have priority over requested additional weeks until 1 month prior to the beginning date of additional weeks.
- Submit banner applications to the Town of Breckenridge Public Works office at 1095 Airport Road, Breckenridge, CO 80424 or by email at MainStreetBanner@townofbreckenridge.com.
- SUBMISSION REQUIREMENT:** A scaled drawing showing size, shape, design, letter style, colors and materials of the proposed banner but be submitted with application and related fee.
- HOLD HARMLESS AGREEMENT:** For and in consideration of the Town of Breckenridge to use the location at 100 S. Main Street across to 105 S. Main Street in the Bartlett & Shock Addition for the use of having a special events banner. Applicant hereby agrees to indemnify and hold harmless the Town of Breckenridge for any and all damages, claims and causes of action from the use of such location.
- The Town of Breckenridge Public Works Director reserves full discretion to review/approve any modifications or cancellations to previously approved weeks, banner deadlines, or priority rankings on a case by case basis at any time.

Type your name here if you are submitting this form electronically. By signing or typing name below, applicant agrees to all requirements listed above.

Applicant /Agent's Signature: _____ Date: _____

Town of Breckenridge Staff Signature _____ Date _____

Upon approval of this application by the Town and the signature of the applicant above indicating acceptance of the conditions of this approval, this document shall serve as the development permit authorizing installation of the proposed banner. Requested banner dates shall not be considered approved or confirmed without the counter signature of Town of Breckenridge Staff.