



Town of Middletown

Return Completed Form To:

Town of Middletown
31 West Main Street
Middletown, MD 21769

Phone (301) 371-6171

Fax (301) 371-6474

BANNER PERMIT APPLICATION

APPLICANT INFORMATION

Group: _____

Contact Person: _____

Address: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Purpose of Banner: _____

Banner Size: _____

Dates Requested From: _____ To: _____

Banners are hung on Monday, and are hung for a 2 week period. The Town reserves the right to hang more than one banner at the banner location. Banner dates are reserved on a first come, first served basis.

I understand that permission is granted only for the purpose of allowing banners to be placed on the Town Right-Of-Way and that all responsibility for public liability, injury to persons, and/or to property is borne by the applicant, not the Town of Middletown. This permit is revokable by the Town with no notice to the applicant.

Signature of Applicant : _____ Date: _____

FOR TOWN USE ONLY

Date Application Received

Date Application Approved

Approved By



Banner Display Policy

Approved by Burgess and Commissioners

April 8, 2019

Revised June 10, 2019

Revised July 22, 2019

Only the Town of Middletown has the authority to hang and remove banners at the banner pole site. No person or organization may hang a banner on the banner poles. The Banner Display Policy must be followed in order to have a banner hung at the Town of Middletown's banner pole site. Applications for Banner Display can be found at www.middlestown.md.us and attached to this policy.

Banners are limited to advertising or commemorating events sponsored by the Town of Middletown or non-profit groups within the 21769 zip code. Organizations are limited to hang 1 banner for their event, unless there isn't another organization banner scheduled, then an organization can display in both banner locations. All Town of Middletown and its committee's banners and town sponsored events will take priority and will be hung on the top.

To display your organization's banner, an application must be submitted 60 working days prior to the day the banner is to be displayed.

Applications must be accompanied with a sample sketch of the proposed banner.

Banners must be delivered to the Middletown Municipal Building, 31 W. Main Street 7 business days prior to approved hang date. Banners must be picked up within 7 working days after they are taken down; banners that are not picked up within the specified time period will be discarded.

Banners should meet the following criteria to withstand the elements of the weather:

- Double sided
- Size - Banner size must be 36 inches high by a maximum width of 360 inches wide
- Material – 18 oz vinyl recommended with 1-inch wide webbing sewn all around with reinforced corners
- Grommets – ½ inch grommets every 2 feet on top and bottom
- Wind Slits required on all banner sizes

Banner Prohibitions:

- No commercial advertisements, religious, political or ideological banners. Sponsors of events logos are allowed.
- No inappropriate material including but not limited to: offensive language, hate speech, and/or content considered derisive.

Decisions on appropriateness of banners will be solely decided by the Town of Middletown. Any banner that does not comply with the above criteria shall not be displayed.