



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

REQUEST TO HANG A BANNER AT WASHINGTON ST. OR ESSEX ST.

Applicant:

Non-Profit Organization/Agency:

Person Responsible:

Contact #

Street:

City:

State:

Zip:

Event Description:

Title:

Location:

Date:

Time:

Banner:

Banner Content:

Commercial Sponsor/Logo:

Requested Location of Banner:

ATTESTATION: I, the undersigned, have read and agree to the following Banner Guidelines issued by the Office of the Mayor.

Signature:

Printed Name:

Date:

For Office Use Only:

Approved By:

Date of Approval: _____

Start Hang Date: _____

Removal Date: _____



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Policy for Banners on Washington St. and Essex St.

Non-profit groups/agencies may hang banners on Washington St. or Essex St. pending review of application and specified approval from the Mayor's Executive Secretary or designee.

Banners pertaining to City events and programs may take precedence over other previously scheduled events in the instance that the two are scheduled simultaneously, and should the Mayor's Secretary or his/her designee deem it appropriate.

No banners that include sponsorship by alcohol or tobacco products will be allowed.

No banners that include content deemed inappropriate or offensive by the City will be allowed.

Prior to placing a banner on Essex St. or Washington St., permission shall be requested from the Mayor's Office, by completing the attached Request Form. This includes information about the applicant, the event and the banner.

Banners shall be limited to Salem groups only.

Banners shall be hung for only two (2) weeks.

No banner shall be more than three (3) feet high, measured from the ground up, nor wider than twenty (20) feet long.

Banners shall not be illuminated by lights of any kind.

Banners must be dropped off at the City Electrician's Office, which is located at 44 Lafayette St, Central Fire Headquarters, 2nd Floor. The staff of the Electrician's Office will be responsible for hanging the banner, as well as taking it down.

Grommets must be located at all four (4) corners of the banner. Also, the banner must include grommets across the top of the banner twelve (12) to eighteen (18) inches apart.

Description of banner: A sign of cloth or fabric which is flexible. No wood, metal, cardboard, or plexi-glass type banners will be allowed.

Any banner judged to be in violation of these guidelines shall be removed by the City of Salem.

Sanctions for not following these guidelines will include not being allowed to hang banners in the future.

Banners must be picked up at the Electrical Department within two (2) weeks after it comes down.