



Small Light Pole Banners on South Main Street

Dear Organization...

Permission to hang banners on the light poles located on South Main Street requires the approval of the Board of Selectmen. Please provide a written request to the Hanover Board of Selectmen with the following information:

1. Organization name and short narrative regarding why you feel your banner should be displayed;
2. Description and date of event;
3. Copy or drawing of banner;
4. Time period you would like banner to be hung (typically a one-month period).
5. Letters can be emailed to (Kerry.osgood@hanovernh.org), faxed to 643-1720 or mailed to the Board of Selectmen, Town of Hanover, PO Box 483, Hanover, NH 03755. *Please include contact information for the person in charge of delivering and picking up the banner, i.e. telephone number and email address.*

Upon approval from the Board of Selectmen:

1. Small light pole banners are installed by the Public Works Department at a cost of \$25.00/banner. There are 10 light poles that may be used (see attached diagram). There may be times when the use of the poles needs to be shared with another organization, in which case, the Town would make the final decision.
2. Banners will need to be delivered to Adriane Coutermarsh at the Hanover Public Works Department, 194 Lebanon Street (Tel. 643-3327) **at least 3 (three) days**, but not more than one week, prior to the 'hang' date.
3. Banners should be in some type of enclosed container (e.g. plastic tub, cardboard box) along with contact information in the event that there are issues with installation.
4. Banners need to be picked up **within 3 (three) days** after being taken down (*unless other arrangements are made through Adriane Coutermarsh*) or banner will be disposed of by the Hanover Public Works Department after 5 (five) days.
5. The Public Works Department cannot be responsible for lost or damaged banners, any lost or damaged attachments, or for banners disposed of if not picked up within the required timeframe.



LIGHT POLE BANNER SPECIFICATIONS

1. **NO COMMERCIAL ADVERTISEMENT OF ANY KIND ON BANNERS, INCLUDING SPONSOR LOGOS.**
2. Banners size is 24" wide x 47" long. Banners slide onto 1" rods at top and bottom of banner.
3. Banners may be installed by organization, which requires that an Obstruction Permit be completed with the Public Works Department (this is required because a ladder would be needed/used on the sidewalks to reach the banner brackets). This permit can be found on the Public Works' website at:
http://www.hanovernh.org/Pages/HanoverNH_PublicWorks/permit/
4. Or banners may be installed by the Public Works Department at a cost of \$25.00/pole. Arrangements would need to be made through Adriane Coutermarsh at Public Works (Adriane.Coutermarsh@hanovernh.org or Tel. 603-643-3327).