

CITY OF LEXINGTON PUBLIC WORKS**BANNER REQUEST FORM**

890 Shop Road

Lexington, Virginia 24450

[540] 463-3154; fax [540] 464-4198

Email:publicworks@lexingtonva.gov

Requestor:_____

Phone No:_____

e-mail:_____

Phone No:_____

Billing address:_____

Event:_____

Event Date:_____

Organizational name of entity applicant, if any:_____

What is the purpose of the "event or activity of community interest" being organized?_____

Sponsors of Event:_____

Event for: organization profit non-profitEvent for: individual profit non-profit

Requested Installation Date:_____

Dismantle Date:_____

Locations:

_____ W. Washington St (near Alvin Dennis)

_____ N. Main St (near Cameron Hall)

_____ S. Main St (near Oak Grove Cemetery)

_____ 150 S. Main (near Rockbridge
County Administrative Building)**Banner Specifications:****Length: 20-24 feet****Height: 3 feet****Air holes cut in banner****Eyelets/grommets along the top and bottom and also in the
corners****Installation fee of \$170 effective 07/01/21 - 06/30/22 or newly appointed rate as of 07/01/22;
sketch or picture of banner is required for approval**

Banners can be delivered to Public Works on Friday before it is due to go up on Monday.

No storage of banners at Public Works Office.

We ask that banners be picked up in a timely manner after they are dismantled.

I have read the banner rules attached hereto and _____ **[name of
organization]** shall be bound thereby and hereby indemnifies and holds the City of Lexington
harmless from any liability resulting from the erection or display of the banner. I have full authority to
execute this application.

Applicant signature:_____

Date:_____

PUBLIC WORKS USE ONLY: Approved Disapproved DH:_____ Date:_____

Comments:_____