

Council

Kevin Phillips
Mayor

Darryl Owens
Mayor Pro Tempore

Jerry Ashmore
Mary Beth Heyward
Jorge Guerrero



Van Willis
Town Manager

Jeffrey Meyers
Chief of Police

Jeffrey S. Coppinger
Operations

Noah Krepps
Planning

BANNER APPLICATION for 501C3's/Non-Profits ONLY

Banners may be hung two weeks prior to the event.

- Banners are NOT to exceed the dimension of 2' x 10' and MUST have working grommets at all four corners.
- Banners should be delivered to the Town Hall at least TWO DAYS prior to its display **and** scheduling will begin and end on a MONDAY OR FRIDAY.
- Banners must be picked up no later than FIVE WORKING DAYS after its removal. The Town of Port Royal is not responsible for banners left past the pick-up date. **Initial: _____**
- For Scheduling purposes, Banner Applications should be scheduled at least a month out.
- **In Town 501C3's/Non-Profits have Priority Scheduling.**
- **Limit of 6 Banner Hangings per year (one (1) at a time) per 501C3/Non-Profit.**

TODAY'S DATE: _____

ORGANIZATION NAME: _____

EVENT: _____

EVENT DATE: _____

PICKUP DATE: _____

Initial at Pickup: _____

CONTACT PERSON: _____

(please print)

PHONE NUMBER: _____

EMAIL: _____

SIGNATURE: _____

This section is for staff to fill out:

HANG DATE: _____ REMOVAL DATE: _____

SPECIAL INSTRUCTIONS: _____