



**The request form will not be accepted without a valid bond in the amount of 10,000.00, or in lieu of, a certificate of public liability for personal injury and property insurance in an amount not less than \$10,000.00 with the city as an additional insured.**

# City of Peabody

## OFFICE OF THE CITY CLERK

◆ City Hall • 24 Lowell Street • Peabody, Massachusetts 01960 • 978-538-5900 • FAX 978-538-5985  
◆ CITY OF PEABODY WEB SITE www.peabody-ma.gov

Timothy E. Spanos  
City Clerk

Colleen Kolodziej  
Assistant City Clerk

### **CITY OF PEABODY** **BANNER REQUEST FORM**

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Location of Banner \_\_\_\_\_

Start Date of Display \_\_\_\_\_

End Date of Display \_\_\_\_\_

Text of Display \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Address (if not same as above) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

### **FOR CITY USE**

Approved by City Council \_\_\_\_\_

Sent to Peabody Municipal Light Plant \_\_\_\_\_

\$10,000.00 Bond  (**MUST BE FILED WITH THE BANNER REQUEST FORM**)

**BANNERS WILL NOT BE INSTALLED BY THE PEABODY MUNICIPAL LIGHT PLANT IF BANNERS EXCEED PMLP SPECS. BANNERS WILL BE HUNG FROM APRIL 15 THROUGH NOVEMBER 15. ALL BANNERS WILL BE REMOVED BY THANKSGIVING A COPY OF YOUR SURETY OR CERTIFICATE OF PUBLIC LIABILITY MUST ALSO ACCOMPANY THE BANNER WHEN YOU SUBMIT THE SAME TO THE PMLP. PMLP WILL NOW PROVIDE THE ROPE.**

**EFFECTIVE JANUARY, 2012**

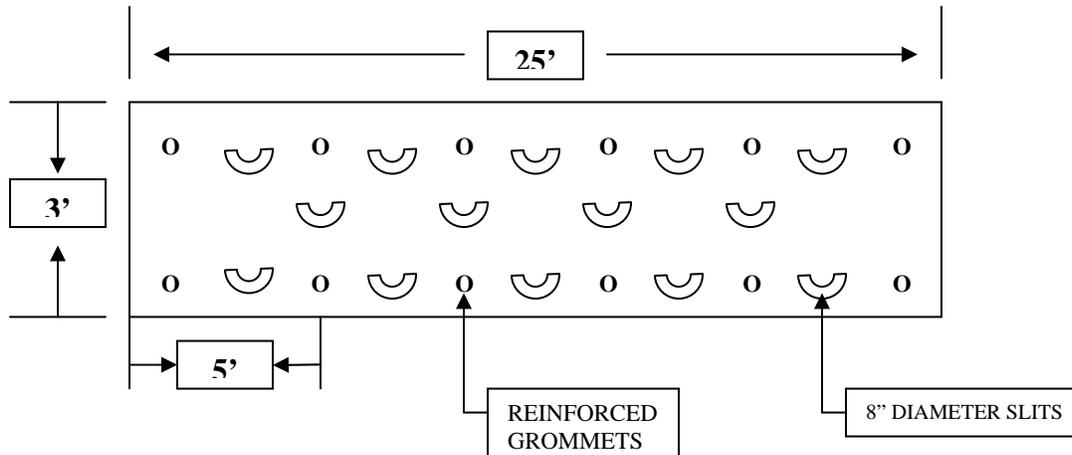
# PEABODY MUNICIPAL LIGHT PLANT

## BANNER SPECIFICATIONS

### ALL BANNERS SHALL:

- Be a maximum of 25 feet long and 3 feet wide
- Be constructed of a minimum 16 oz. vinyl material
- Have air holes evenly spaced throughout the banner, with air holes totaling no less than 2% of the entire banner area.  
(Example: 14 – 8” diameter semi circle slits staggered throughout, every two to three feet)
- Have reinforced grommets located at all four corners and every five feet along the top and bottom of the banner
- Have reinforced stitching and materials at all four corners
- Be in good condition, without rips, tears or severely worn areas
- Be picked up at the loading dock at PMLP (7:00 a.m. to 4:00 p.m.) within 30 days of the date the banner is removed

PEABODY MUNICIPAL LIGHT PLANT WILL ONLY INSTALL BANNERS WHICH COMPLY WITH THESE SPECIFICATIONS, AND WHICH, IN ITS OPINION, ARE IN A CONDITION TO ALLOW A SAFE INSTALLATION.



**SAMPLE BANNER**

PMLP will supply the rope necessary to hang the banner.

**\$10,000.00 SURETY BOND OR CERTIFICATE OF PUBLIC LIABILITY MUST ACCOMPANY EACH BANNER**



# *Peabody Municipal Light Plant*

Warren Street Extension | Peabody, Massachusetts 01960 | Telephone: 978.531.5975 FAX: 978.531.5476

## ***Banner Information Sheet***

As a service to the community, the Peabody Municipal Light Plant will install banners, which meet all criteria listed on the attached banner specification sheet, at the following locations:

Lowell Street at Peabody City Hall  
Central Street at Railroad Avenue  
Lowell Street at entrance to Peabody Veteran's Memorial High School

Lowell Street at Johnson Street  
Central Street at Wilson Square

- Banners will be hung from April 15 through November 15. All banners will be removed by Thanksgiving.
- Locations are available on a first come, first served basis
- No more than one banner per organization and one banner per location. (One banner per organization does not pertain to official City of Peabody requests)
- Banners may only be displayed 30 days in advance of an event and should be scheduled as close to the event date as possible.
- PMLP reserves the right to remove a banner at any time should it become a safety hazard due to forecasted weather conditions or condition of the banner.
- PMLP will not be responsible for damage to banner

### **Filing Requirements:**

- a) All banner requests are made through the office of the Peabody City Clerk.
- b) Banner request form must be filled out in its entirety.
- c) Surety bond must be submitted at the time of filing.

**Please be advised that the person requesting permission to hang a banner must provide the City Clerk with a surety bond in the amount of ten thousand dollars (\$10,000.00) for the purpose of indemnifying the city against liability to others or damages to city property. In lieu of a \$10,000. bond, a certificate of public liability for personal injury and property insurance in an amount not less \$10,000.00 with the city as an additional insured, may be provided. A copy of said surety bond or certificate of public liability must accompany the banner when delivered to Peabody Municipal Light Plant.**

### **When requesting a banner installation please provide the following:**

- ✓ Preferred and alternate installation and removal dates
- ✓ Preferred and alternate location

Since many groups use this service there is no guarantee that preferred dates and locations will be available.

PMLP will make every attempt to install banners on the date approved by the City Council.

Peabody Municipal Light Plant is not responsible for banners left at PMLP for more thirty days after banner removal. PMLP has the right to dispose of banners not picked up within said thirty days.