



## Parks & Recreation Department

TOWN OF HANOVER, NH

48 Lebanon Street  
Hanover, NH 03755

(603) 643-5315  
hprreservations@hanovernh.org

### LIGHT POLE BANNER REQUEST (11SEP23)

#### ORGANIZATION CONTACT INFORMATION

Organization Name:

Organization Address:

Contact Name:

Contact Title:

Contact Phone:

Contact Email:

#### DISPLAY DATES

Start Date:

End Date:

*Display of banners cannot exceed 30 days.*

#### BANNER INFORMATION

Number of Banners:

1

2

3

4

5

6

7

8

9

10

Narrative on why your banners should be displayed.

#### OFFICE USE ONLY

Selectboard Approval: YES NO

Signature:

Date:

Notes:



## Parks & Recreation Department

TOWN OF HANOVER, NH

48 Lebanon Street  
Hanover, NH 03755

(603) 643-5315  
hprreservations@hanovernh.org

Permission to hang banners on the light poles located on South Main Street requires the approval of the Selectboard. Please complete the Light Pole Banner Request Form at least fifteen (15) days prior to your request for banners to be hung. The banner request approval process can take 2-3 weeks for completion.

### **Light Pole Banner Specifications**

1. NO COMMERCIAL ADVERTISEMENT OF ANY KIND ON BANNERS
  - a. This includes sponsors logos.
2. Banner size is 24" wide x 47" long.
  - a. Banners must have pockets to slide onto 1" rods at top and bottom.

### **How to Request Approval**

1. Visit [our website](#) and create an account for your organization.
2. Complete the Light Pole Banner Request Form.
3. Include a copy or drawing of banner.
4. Completed forms and supplemental materials can be
  - a. emailed to [hprreservations@hanovernh.org](mailto:hprreservations@hanovernh.org)
  - b. dropped off at the RWB Community Center
  - c. mailed to 48 Lebanon Street Hanover, NH 03755

### **Once Approval Has Been Issued**

1. HPR Staff will create a reservation for your banner request using the account you created in our reservation system.
2. An email with an invoice will be sent to the email on record for your organization account.
  - a. Light pole banners are installed by the Parks & Recreation Department at a cost of \$30.00 per banner.
3. Invoice must be paid prior to the date your banners go up.
  - a. If payment is not made banners will not be hung as requested.
4. Banners will need to be delivered to the Parks & Recreation Department at the RWB Community Center, 48 Lebanon Street at least three days, but not more than one week, prior to the 'hang' date.
5. 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 on banner locations.
  - a. If not all the banners can be hung a refund for the difference will be issued in accordance with our refund policy.
6. Banners need to be picked up within three days after being taken down (unless other arrangements are made through the Parks & Recreation Department) or banner will be disposed of by HPR after 5 days.
7. The Town of Hanover is not responsible for lost or damaged banners, any lost or damaged attachments, or for banners disposed of if not picked up within the required timeframe.