

# PUBLIC WORKS BANNER REQUEST FORM

ORGANIZATION REQUESTING BANNER(S): \_\_\_\_\_  
EVENT: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
NUMBER OF BANNER(S): \_\_\_\_\_  
DATE(S) OF EVENT: \_\_\_\_\_  
DATE(S) OF INSTALLATION: \_\_\_\_\_  
DATE BANNER TO BE DELIVERED TO PUBLIC WORKS OFFICE: \_\_\_\_\_

**\*Installation fee: \$75.00 (one or two banner locations)**

**\*The City must have a minimum of five (5) working days notice of banner installation.**

LOCATION(S) REQUESTED: (1) (2)

Locations are:

\_\_\_\_\_ (1) Country Club and Pembroke Roads at Lawson Creek Park.

\_\_\_\_\_ (2) Neuse Blvd. down from City of New Bern Accounting & Collections Office heading west.

Banners are hung on a first come first served basis. If two or more organizations wish to hang banners at the same time and at the same location then those groups must decide amongst themselves who will have banners installed and where.

The City retains the right to disallow inappropriate banners, both from construction and content. Banners are limited to non-profit organizations. The director of the Public Works Department has final approval authority on banners.

If you have any questions please call 252-639-7501. You may fax this form to the Public Works Office at 252-636-1848 or mail it to the City of New Bern, Public Works Dept., P.O. Box 1129, 300 Pollock St., New Bern, N.C. 28563.

**BELOW IS A DIAGRAM OF BANNER CONSTRUCTION.  
PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.**

