



Public Works Department
 1004 S. Glenburnie Road, P.O. Box 1129
 New Bern, N.C. 28563-1129
 Phone: (252) 639-7501
 Fax: (252) 636-1848

NON-PROFIT BANNER REQUEST FORM

NON-PROFIT ORGANIZATION'S NAME: _____
 EVENT NAME: _____
 CONTACT PERSON NAME: _____
 TELEPHONE NUMBER: _____
 NUMBER OF BANNERS FOR INSTALLATION: _____
 DATE(S) OF EVENT: _____
 DATE(S) OF BANNER INSTALLATION (hangs 1 week prior to event): _____
 DATE BANNER(S) 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 day notice of banner installation if space available.**

LOCATION REQUEST:
 _____ (1) - Country Club Road & Pembroke Road near Lawson Creek Park entrance.
 _____ (2) - Neuse Blvd. down from City of New Bern Utility Business & Accounting Office heading west.

Banners are hung on a first come first served basis and are to be installed one week prior to event. 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.

For further assistance please call (252) 639-7501. Please remit form with fee (check or cash) to the City of New Bern Public Works Department located at 1004 S. Glenburnie Road.

BELOW IS A DIAGRAM OF BANNER CONSTRUCTION (minimum 13 oz. vinyl).
PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.
MINIMUM DESIGN STANDARD IS: 10' x 3' / MAXIMUM DESIGN STANDARD IS: 18' x 3'

