



# CITY OF FRAMINGHAM

CAPITAL PROJECTS & FACILITIES MANAGEMENT DEPARTMENT

James J. Paolini  
Director

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10 Nicholas Road  
Framingham, MA 01701

## APPLICATION FOR DISPLAY OF STREET BANNERS

(Please submit no less than 30 business days prior to requested display date.)

**Application Fee: \$25.00**

(Must be submitted with completed application.)

### I. APPLICANT INFORMATION

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### II. BANNER SPECIFICATIONS

- **BANNER SIZE:** (Please check)  2ft by 20ft  3ft by 20ft  3ft by 25ft
- **BANNER CONDITION:** Banner must be in good condition, if condition is not acceptable the banner will not be displayed.
- **BANNER MATERIAL:** Should be able to withstand the normal and reasonably expected forces of nature for the time the banner is displayed. For example, a minimum of 18oz vinyl material with 1" double sewn hem along top and bottom edges.
- **All Banners should be double sided and MUST have 4 reinforced corner grommets set approximately 1 inch from the edge with d-rings reinforced with webbing. Grommets every 18 inches along the top and bottom of the banner and at least 8 air slits. Please note that banners not meeting the above requirements will not be accepted due to public safety issues.**

### III. BANNER WORDING

In the area below, state exactly what your banner will say.



# CITY OF FRAMINGHAM

## IV. BANNER DATES & LOCATION

Banners will be displayed Monday to Monday or Friday to Friday for a maximum of two weeks. Please indicate which week you are requesting your banner(s) to be installed.

*Concord St*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*Edgell Rd*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*Mt. Wayte Ave*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*Union Ave*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## V. POLICY & PAYMENT INFORMATION

**BANNER DROP OFF:**

Banner(s) MUST be delivered to the Capital Projects & Facilities Management office at 10 Nicholas Rd by Twelve noon, three (3) days prior to the installation date.

**BANNER PICK UP:**

Banner(s) must be picked up from the Capital Projects & Facilities Management office immediately after removal date. If not claimed within (14) days after the removal date, the banner(s) will be discarded.

**APPLICATION FEE:**

The \$25 application fee must accompany this completed application form. The application fee may be paid by cash, money orders, personal checks and bank checks. Payment by check must be payable to the **City of Framingham**. Application and payment can be mailed to:

City of Framingham  
Capital Projects & Facilities Management Department  
150 Concord Street, Room 133  
Framingham, MA 01702

Or dropped off at our physical location at:

10 Nicholas Rd  
Framingham, MA 01701

**BANNER PAYMENT:**

A fee of \$250 will be charged for the installation and removal of each banner(s). Once the Banner Application has been approved, the applicant must contact Bob Wheeler from B. Welding at 508-429-5585 or [bob@bwelding.com](mailto:bob@bwelding.com) with the approved banner dates to set up payment prior to the installation date.

*I have received a copy of the Policy on Displaying of Street Banners and Banner Application and agree to the terms and conditions contained therein.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# CITY OF FRAMINGHAM

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## FOR DEPARTMENT USE ONLY

Approved:

FACILITIES MANAGEMENT \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee Received:  Y  N

Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Date: \_\_\_\_\_