



**CITY OF BRISTOL  
PARKS & RECREATION DEPARTMENT  
111 N. Main Street, Bristol, CT 06010  
(860) 584-6160 www.bristolrec.com**

**BANNER REQUEST FORM**  
**(Must be completed 30 days prior to event)**

1. Requests will be considered for BRISTOL EVENTS ONLY with Veteran's events taking priority. Banners must only announce special events to benefit the general Bristol community.
2. This form must be received by the Superintendent of the Park Department one month prior to the event with a copy of the banner layout. Upon approval, the banner and payment can be brought to the Bristol Parks and Recreation Department.
3. Banners advertising a non-profit event will cost \$50 to display. Banners advertising a for-profit event will cost \$100 to display. The Superintendent of Bristol Parks and Recreation will have the final decision as to whether an event is for-profit or non-profit.
4. All banners must be made of lightweight weatherproof material and must be properly vented (mesh or crescent flaps). Banners must be at least three (3) feet wide and no longer than ten (10) feet long.
5. Banners may only be displayed for two (2) weeks.
6. The Bristol Park and Recreation Department will not be responsible for damage that may occur to the banner, nor can the Park and Recreation Department be responsible to provide an exact date in which the banner will be put up.
7. Organizations are responsible for picking up banners within fourteen (14) business days of the banner being taken down. You will be contacted by the Parks and Recreation Department when your banner is removed.

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Non-Profit Event     For Profit Event

Banner Requested to Hang from \_\_\_\_\_ to \_\_\_\_\_ Banner Size: \_\_\_\_\_  
(Date) (Date)

Brief Description of Banner Content: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

Banner Request Received on: \_\_\_\_\_  Non-Profit Event - \$50     For-Profit Event - \$100  
(Date)

Banner Request Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

Banner Dropped Off by Requestor on \_\_\_\_\_ Payment Received on \_\_\_\_\_  
(Date) (Date)

Banner Picked Up by Requestor on \_\_\_\_\_  
(Date)