

## **BANNER POLICY**

All organizations wishing to hang a banner must make their request through the Public Works Department. Once approval is received, compliance with current Town procedures will be required. All banners must meet the standards approved by the Town.

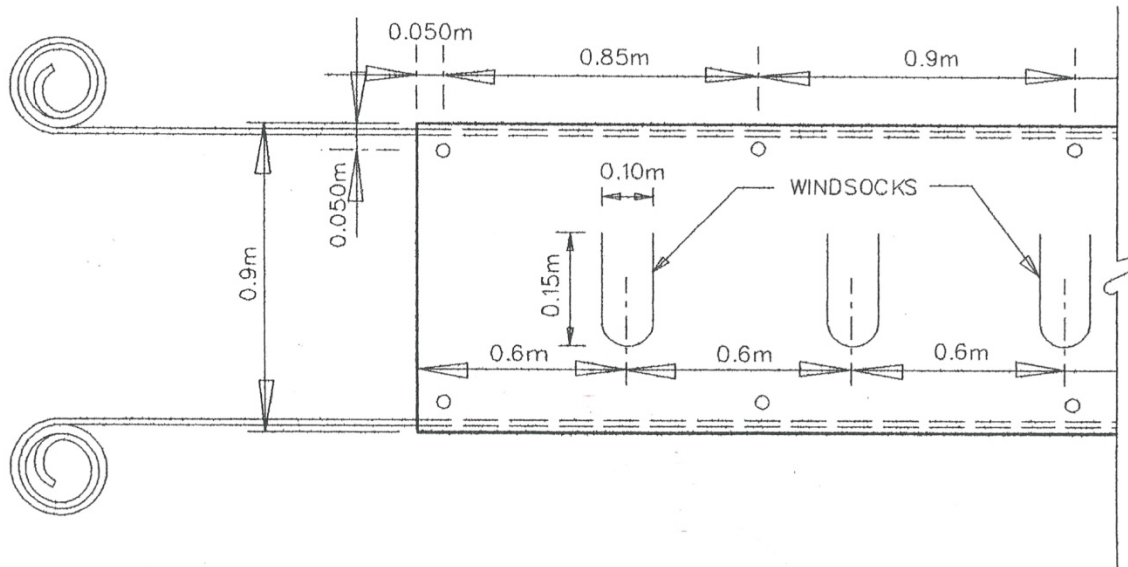
### **Standards for Banners:**

1. Maximum banner size: 9.0 m (30 ft.) long by 0.9 m (3 ft.) wide
2. Weight and type of material: **18 oz. vinyl coated canvas** or equivalent
3. **Windssocks** are to be centrally located between top and bottom of the banner and are not to be more than 0.6 m (2 ft.) apart. If banner is double sided, windssocks shall align.
4. **Brass grommets** are to be installed along the top and in the bottom corners of the banner no more than 12 mm (1/2 in.) in diameter. Grommets to be spaced at a distance of 0.9 m (3 ft.) apart and 0.050 m (2 in.) from the edge of the banner.
5. **Nylon ropes** are to be sewn into the top and bottom of the banner no more than 9.5 mm (3/8 in.) in diameter. Ropes to extend 3.0 m (10 ft.) beyond each end of banner.

### **General Information:**

1. Banners are installed on a first come, first permitted basis. Scheduling and records are maintained by Town Staff.
2. Banners are permitted to hang for a period of one week.
3. Banners shall advertise only municipal, charitable or functions of a non-profit organization.
4. A fee established by the Town's [Fees and Charges By-law](#), as amended, is charged for the installation and removal of banners, payable to the Town of Whitchurch-Stouffville. All applicants are advised of this fee by Town Staff when they make an application.
5. The fee for the installation and removal of banners must be paid at **Customer Service Centre** (111 Sandiford Drive) then delivered by requester with "paid receipt" to the **Operations Centre** (5061 Bethesda Road) two (2) weeks prior to the event.
6. The representative of the organization requesting the installation is required to sign a Hold Harmless Agreement.
7. The Operations Centre co-ordinates the installation of the banner with the Town's electrician.
8. Banners must be picked up from the **Operations Centre** within two (2) weeks following the event. The Town is not responsible for banners not picked up after this period.

## Banner Details:



### NOTES:

1. MAXIMUM BANNER SIZE: 9.0m (30 ft.) LONG  
0.9m (3 ft.) WIDE
2. WEIGHT AND TYPE OF BANNER MATERIAL:  
18 oz. VINYL COATED CANVAS OR EQUIVALENT.
3. WINDSOCKS TO BE CENTRALLY LOCATED BETWEEN TOP AND BOTTOM OF THE BANNER. WINDSOCKS NOT TO BE MORE THAN 0.6m (2 ft.) APART. IF BANNER IS DOUBLE SIDED, WINDSOCKS SHALL ALIGN.
4. 12mm (1/2 in.) DIAMETER BRASS GROMMETS SHALL BE INSTALLED ALONG THE TOP AND BOTTOM CORNERS OF THE BANNER. GROMMETS TO BE SPACED AT A DISTANCE OF 0.9m (3 ft.) APART AND 0.050m (2 in.) FROM THE EDGE OF THE BANNER.
5. 9.5mm (3/8 in.) DIAMETER NYLON ROPES SHALL BE SEWN INTO THE TOP AND BOTTOM OF BANNER. ROPES TO EXTEND 3.0m (10 ft.) BEYOND EACH END OF BANNER.



TOWN OF  
**WHITCHURCH-STOUFFVILLE**  
PUBLIC WORKS DEPARTMENT

### TYPICAL BANNER DETAILS

REVISED DATE: 04/2012