

**TOWN OF TAOS
PARKS DIVISION**



BANNER USE AND REGULATIONS

GENERAL CONSIDERATIONS

All requests for use of the banner space at Civic Plaza Extension must be made through the Facilities and Events Department. The office is located at 120 Civic Plaza Drive. All banners will be erected by Facilities Staff. PLEASE NOTE: Failure to comply with the following instructions will delay or may cause the banner not to be erected.

BANNERS MUST COMPLY WITH THE FOLLOWING:

1. The banner must be no larger than 10' long x 3' wide for banners **for Civic Plaza Extension**.
2. The banner must be delivered to 120 Civic Plaza Drive one week prior to the scheduled time the banner is to be erected. The banner must be picked up after the event within one week of removal, after one week the Department will not be liable for the banner in any manner.
3. Placement of the banner is on a first come basis, the banner may be erected 7 days prior to the event and will be removed no later than 3 days after the event. Prorating will not be done, the banners are placed for a seven day period from Monday to Monday.
4. There is a \$50.00 set up fee for banners for the Civic Plaza Extension.
5. Text on the banner must be for the event and sponsor only.
6. Banners supporting community efforts shall also be allowed if time and space permits. Community efforts include such community directed activities as "Congratulations Seniors, Don't Drink and Drive; Trek for Trash; "Holiday Greetings".
7. No religious or political advertisements shall be allowed on banners. Political advertisements are those attempting to solicit votes or support for, or in opposition to any candidate or any Political party under whose designation any candidate is seeking nomination or election.
8. Messages concerning a public question on the ballot in an election shall not be allowed.



Sample: Civic Plaza Extension

APPLICATION FOR BANNER USE

TOWN OF TAOS
Moises Sanchez
120 Civic Plaza Drive
Taos, New Mexico 87571



PHONE (575) 737-2627
FAX (575) 751-1432
msanchez@taosgov.com

Name (Person/Organization)

Contact

Mailing Address

Location of Banner

City, State, Zip

_____ ; **Civic Plaza Extension fence**

Phone

Size of Banner(s)

3' X 10'

Activity or Event

Date Needed

- **Please attach copy of program or brief description of banner**

HOLD HARMLESS AGREEMENT

The undersigned acknowledges being informed and provided with a copy of the policies, rules and regulations of the Town of Taos and the Buildings and Grounds Department. The undersigned agrees to abide by all such policies, rules and regulations.

The undersigned hereby releases the Town of Taos, it's governing body and any/or all it's employees from any claims, demands, rights and causes of action of whatever kind and nature arising from any activities listed herein.

- (A) The undersigned agrees to be financially responsible for any and all damages(s) which may result
- (B) I have the Rules and Regulations for the banners. I fully understand and will comply with all the requirements.

SIGNATURE OF ORGANIZER

DATE

Department Use Only

Fee: \$ _____ Check Number: _____ Date: _____

Date Banner Received: _____, Initials: _____ Date Banner Placed: _____, Initials: _____

Date Banner Removed: _____, Initials: _____ Date Banner Picked Up: _____, Initials: _____

____ Signature – Facilities and Events