

**Banner Permit Application
City of Kerrville 830-257-8000**

Name of Event: _____ Event Date: _____
Organization Name: _____
Address of Organization: _____
Contact Name: _____ Phone: _____
Email Address (for updates): _____

BANNER INSTALLATION REGULATIONS – PLEASE READ CAREFULLY BEFORE SIGNING

1. ALL banners installed must be for events held in the City of Kerrville or Kerr County ONLY.
2. Reservations limited to two (2) banners per event; two (2) events per year per organization; (additional event may be available after January 1, if space permits.)
3. Banners will be accepted for solicitation or support of a community project or social institution including, but not limited to:

A. Seasonal Holidays (Christmas or Easter)	D. Religious activities
B. School activities	E. Events of community interest
C. Charitable programs	
4. Banners **should not** include names of any commercial operations or sponsors.
5. Banners will be installed for a period not to exceed **three (3) weeks**.
6. ALL permits will be issued based on a random drawing at 10:00 a.m. on the First Monday in December.
7. The banner permit fee is \$85.00 which includes a Non-Refundable \$25.00 admin fee.
8. Banners must be delivered to Kerrville Public Utility Board (KPUB), Dispatch Division, 2250 Memorial Blvd., on Friday before the installation date which will be the Monday of date reserved – **you will not receive a reminder.**

Banners must be picked up from KPUB within 15 days after it is taken down following notification from KPUB. If not picked up, the Banner will be thrown away.

Banners must meet specifications and be supplied from an approved supplier as listed in KPUB “Banner Design Criteria” from revised October 28, 2019.

Please make sure all information printed on the banner is correct **BEFORE** delivery to KPUB for installation. If an error is found once the banner has been installed, an additional fee of \$60.00 will be charged to remove and reinstall the banner.

By signing this form, I understand and will observe the above regulations.

Organization Representative

Date

Official Use by City of Kerrville

Banner Location # _____
Date Banner Up: _____/_____/_____
Date Banner Down: _____/_____/_____

Banner Permit # _____
Transaction Code #690
Admin. Fee #01 – 6291 -- \$25.00
Banner Fee #01 – 20061 -- \$60.00