

Town of Dunstable Banner and Temporary Sign Policy



Purpose

This Policy relates to banners that are placed over Main Street in the Town of Dunstable and temporary signs placed at Town Hall. It provides the process to request approval and the regulations for all banner and sign sponsors to follow.

Availability and Installation

This service is available only to local, non-profit organizations for the purpose of advertising community events. The Town does not guarantee installation and removal of the banners at specified times. Emergencies and inclement weather may force a change in schedule. The Town will, however, make reasonable efforts to meet the requested schedules.

Request and Scheduling

For request to hang a banner over Main Street or place a temporary sign at Dunstable Town Hall, the sponsor organization should first contact the Select Board's office at (978) 649-4514 or selectmen@dunstable-ma.gov to determine if your desired dates are available.

If determined available, submit the following items for approval prior to installation:

- [Completed application](#)
- Picture or mockup of the banner
- Insurance certificate (not needed for temporary sign at Dunstable Town Hall)

Installation Duration

Banners are installed for a period not to exceed 14 days unless approved by the Select Board.

Insurance Requirements for Banners

Prior to installation, the Town must receive an insurance certificate for the duration of the banner installation. The certificate shall designate the Town of Dunstable as an additional insured entity under the terms of the agency's policy. The general liability insurance shall be for a minimum of \$500,000.

Liability

The Town of Dunstable assumes no liability in the installation, maintenance, removal or storage of banners or temporary signs. All sponsor organizations must sign a liability waiver in advance of sign and/or banner installation.

Banner Size and Technical Specifications

Please check that your banner meets the following criteria:

- Height - minimum of 32" - maximum 36" (3 feet)
- Length – 16 feet
- Durable material with wind slits optional.

- Grommets for mounting, 7 minimum along the top and bottom spaced evenly.

The banner design (photo or mockup) must be provided with the application and is subject to review and approval by the Town.



Sign and Banner Delivery and Removal

The banner needs to be delivered to Dunstable Town Hall at least a week before the requested installation date. The Town will coordinate the installation and removal of the banner.

After removal:

- Sponsor will retrieve banner within one week of event
- Sponsor will authorize the town to dispose of banner after event

Temporary signs placed at Dunstable Town Hall are the sole responsibility of the sponsor organization while displayed.

Banner Fee

A banner fee will be charged if any costs are incurred by the Town of Dunstable to hang your banner and must be received in advance of banner installation. The banner fee may be waived by the Select Board for town or town-related events.

[To get started on your application, click here.](#)

Approved 05/23/23