



CITY OF EXETER
BANNER PERMIT APPLICATION

Approved via Resolution No. 2025-44 Pursuant to the City of Exeter Council
Policy on the Exhibition of Federal, State, and City Flags and Banners

APPLICANT INFORMATION

Organization/Applicant Name: _____
Contact Person: _____
Mailing Address: _____
Phone Number: _____
Email: _____

Does the requested banner communicate information regarding a public event, event held at public facilities, City or other local public agency programs, information or services, or promotions of amenities of general interest to the community including holidays and seasons? ☐ Yes ☐ No

EVENT DETAILS

Event Name: _____
Event Description: _____
Event Location: _____
Event Start Date: _____
Event End Date: _____

BANNER REQUEST DETAILS

Purpose of Banner: ☐ City-Sponsored Event ☐ City-Funded Event
☐ Seasonal/Holiday Display (as approved by City)

Requested Banner Display Description of Banner: _____
Dates: _____
Installation Date: _____
Removal Date: _____

Requested Banner Location(s): ☐ Downtown Banner Poles
☐ Hanging Banner Across Pine St.

REQUIRED SUBMITTALS

☐ Final Banner Design (including dimensions and material specs)
☐ Installation Contractor Name and Contact
☐ Proof of Fee Payment (if applicable)
☐ Hanging Banner Across Pine St.

DONATION OPTION

Is applicant donating banner(s) to the City?

☐ Yes

☐ No

ACKNOWLEDGMENT

By signing below, the applicant acknowledges:

1. Banner use is restricted to non-commercial, non-political, non-religious City-sponsored or City-funded events.
2. Applicant is responsible for all installation, removal, and production costs
3. Banners cannot be hung more than 14 days prior to the event and must be removed within 5 days after.
4. The City is not responsible for damage, vandalism, weather impact, or loss of banner(s).
5. Applications must be submitted at least 60 days prior to installation; up to 6 months in advance allowed.
6. City retains full discretion to deny, reschedule, or prioritize banners based on need and policy.

Applicant Signature: _____

Date: _____

CITY USE ONLY

Date Received: _____

Received By: _____

Fee Paid (if applicable): _____

Permit Determination: ☐ Approved ☐ Denied

Approved Banner Location(s): _____

Comments/Conditions: _____

City Administrator Signature: _____

Date: _____