



WESTPORT, CONNECTICUT

REQUIREMENTS FOR HANGING BANNERS ACROSS MAIN STREET

NOTE: All requirements must be met to have a banner hung across Main Street.

1. Non-Profit Groups – Banners will be hung across Main Street for Westport non-profit organizations only. No commercial messages shall be allowed.

2. Fees – No individual or group shall pay a fee for the privilege of hanging a banner across Main Street.

3. Time Limits – Banners will be hung for a maximum of seven days, Monday to Monday, and may include one weekend only. Banners must be in the Selectman's Office, (Town Hall – Room 310) no later than 3 p.m. four days before it is scheduled to be hung. (The Wednesday before the Monday that banner is to be hung.)

4. Dimensions – Length: 17 feet; width: 3.5 feet; grommet at 24 inches on center; slits at 24 inches on center or construction with an open weave mesh. The banner will be hung at least 16 feet above surface of Main Street.

5. Identification – All banners must have name of organization and contact telephone number in permanent ink, one inch letters, on reverse side of upper left or right hand corner.

6. Insurance – Any individual or group requesting to hang a banner across Main Street must first obtain Comprehensive Combined Bodily Injury and Property Damage Liability Insurance in the amount of \$1 million, and Workers' Compensation and Employers Liability Insurance as provided by Connecticut law and custom. The Town of Westport must appear on the Insurance Certificate as an additionally insured. Drew Friedman's name must also appear on the Insurance Certificate as an additionally insured. (Banner is hung from Mr. Friedman's buildings.) Acceptable Certificates of Insurance shall be submitted to the Selectman's Office prior to the banner being hung.

7. Indemnification and Hold-Harmless – Any individual or group requesting to hang a banner across Main Street must first agree to indemnify and hold harmless the Town and its respective officers, agents or servants, on account of any and all claims, damages, losses, litigation, expenses, counsel fees and compensation arising out of injuries (including death), sustained by the public, any or all persons on or near work, or by any other person or property, real or personal (including property of the Town), caused in whole or in part by acts of the individual or group hanging the banner, or their agents, while engaged in hanging or removing the banner, and during the time the banner is hung above Main Street.

8. Banner Storage – Please pick up banner within a week after it has been scheduled to be taken down. There is NO storage space in Town Hall for banners. The Town cannot be responsible for banners not picked up in a timely manner. Thank you for your cooperation.

To reserve space for a banner across Main Street, please write to Susan Brown, Selectman's Office, Town of Westport, 110 Myrtle Avenue, Westport, CT 06880. (Fax 341-1038; e-mail: sbrown@westportct.gov) All requests must be in writing. Questions, please call Ms. Brown at 341-1036.