

**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) event 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 such as Christmas or Easter	C. Charitable programs
B. School activities	D. Religious activities
	E. Events of community interest
4. Banners **should not** advertise to include the names of any commercial operations or business including 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 conducted at 10:00 a.m. on the First Monday in December.
7. A **NON-REFUNDABLE** permit fee per banner is \$85.00, and is payable at time of reservation.
8. Banner 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.**
9. Banner must be picked up from KPUB within 15 days after it is taken down following notification from KPUB. Banner will be destroyed if not picked up.
10. Banner must meet specifications and be supplied from an approved supplier as listed in KPUB “Banner Design Criteria” from revised December 3, 2013.
11. Please make sure all information printed on the banner is correct **BEFORE** delivery to KPUB for installation. If after the banner is installed you find an error and the banner need to be taken down for corrections, and you want the banner reinstalled, KPUB will charge an additional \$60.00 for taking the banner down and reinstalling.

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

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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**Official Use by City of Kerrville**

Banner Location: \_\_\_\_\_

Banner Permit # \_\_\_\_\_

Date Banner Up: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Transaction Code #860.2**  
**Admin. Fee #01 – 6291 -- \$25.00**  
**Permit Fee #01 – 6290 -- \$60.00**

Date Banner Down: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_