



Office of the
BOARD OF SELECTMEN
ABBOT HALL
188 Washington Street
MARBLEHEAD, MASSACHUSETTS 01945

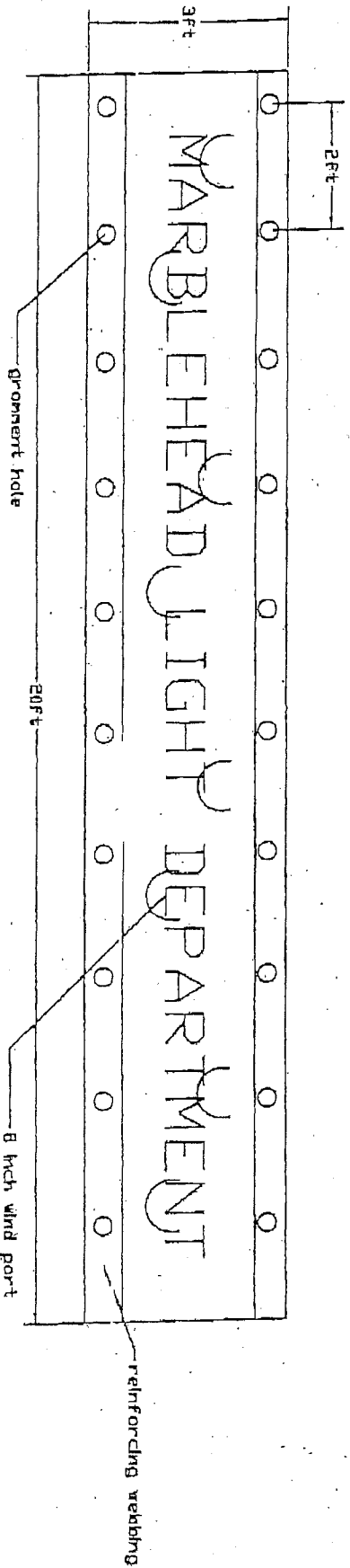
Street Banner Specifications set by the Marblehead Municipal Light Department

1. Banner must be no larger than 4 feet tall by 24 feet wide.
2. Windports must be no smaller than a 10-inch half circle with a minimum of 10 ports per banner.
3. Grommets must be no further than 2 feet apart on both the top and bottom. Grommet holes must be at least 5/8".
4. Material used for banner must be at least 14 ounces.
5. Reinforcing webbing is recommended for the top and bottom.
6. Owners must pick up the Banners from the Light Department office within one week after the last day of the Banner's display.
7. Placement of the Banner is subject to Light Department approval and **REQUIRES** receipt in the selectmen's office a Certificate of Liability Insurance in the amount of \$1 million/\$3 million, naming the Town of Marblehead and Marblehead Municipal Light Department as additional insured for the dates the banner will be hung.
3. Requests for banner should be made in writing to the Selectmen's office and include the following information: organization/group requesting the banner, the week requested and what the banner will say. Once your banner is approved please drop the banner off at the Marblehead Municipal Light Department on the Friday before. Banners are approved for hanging Monday to Monday.

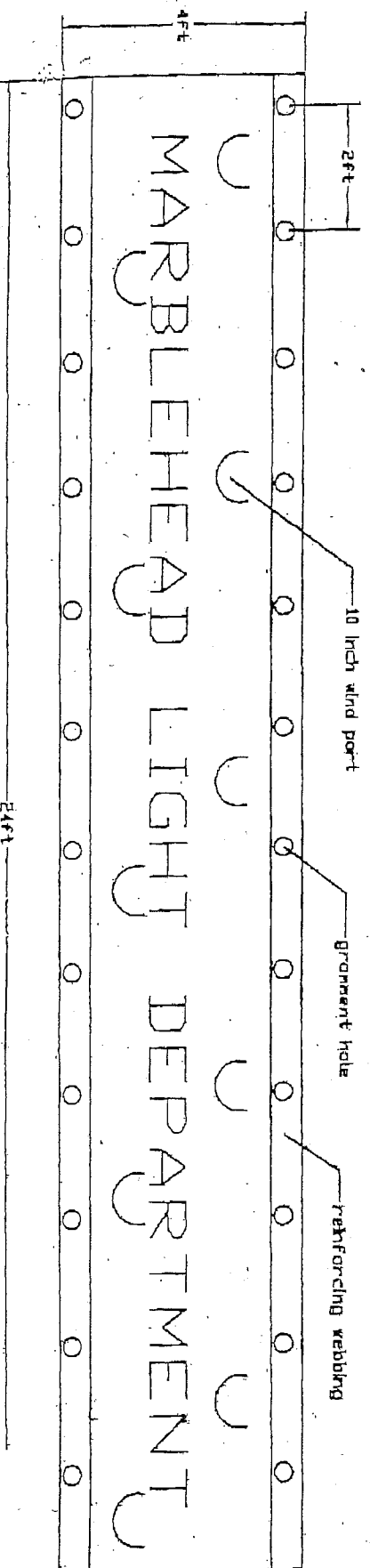
There is only one approved location for street banners: Tedesco Street.

Revised 4/14/2011

3 FT X 20 FT BANNER



4 FT X 24 FT BANNER



Grommet hole size must be at least 5/8"



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Jackie Belf-Becker, Chair
M. C. Moses Grader
Erin M. Noonan
James E. Nye
Alexa J. Singer

John McGinn
Interim Town Administrator

TO:

RE: BANNER ADVISORY

DATE: April 2018

It has been brought to our attention by the Marblehead Light Department that several of the Banners they have received to hang over the public way on Tedesco Street do not meet the specifications required by the Town of Marblehead and the Light Department. Incorrect grommet sizes and inferior gauge of vinyl and wind ports result in banners not being able to be hung properly and/or to rip during inclement weather. Damaged or torn banners pose a safety concern and will be taken down by the Light Department immediately.

Please be advised that any Banner that does not meet the specifications as provided by the Town and the Light Department will not be hung up and you will be asked to pick up your Banner within 2 weeks. The Light Department will dispose of any banners left on their premises after 2 weeks. I have enclosed a copy of the Rules/Regulations and Specification's for all Banners.

Please feel free to contact me if you have any questions.

Sincerely,

Kyle A. Wiley
Administrative Aide

Enclosure: Rules and Regulations/Specifications