



## TOWN OF MIDDLEBURG

### APPLICATION TO USE TOWN FLAG STRUCTURES FOR PUBLIC, NON-PROFIT EVENT

This application must be submitted at least four (4) weeks in advance of the first requested display date, with the required fee (\$100). All flags requested to use the town flag structures must meet the following requirements:

#### Town Public Event Flag Pole Specifications

1. The applicant must submit fourteen (14) flags or fewer to be hung; all must be 5' long and 3' high, constructed of a non-weathered material.
2. A like number of flag poles must also be submitted; poles must 6' long and 1" in diameter.
3. Message, including graphics, depicted on the flags must be limited to the event and shall include no more than the event's name and logo.

#### Other Regulations

Flag pole reservations, upon application to the Town and submission of a \$100 fee, are made on a first come, first serve basis, within the priorities set by the Town Council as follows: 1) Non-profit public events sponsored by the Town; 2) Non-profit public events within Middleburg; 3) Non-profit public events within a 5-mile radius of Middleburg; and 4) Non-Profit public events outside of a 5-mile radius. The maximum display time is two (2) weeks, beginning on a Monday morning, unless an extension is granted by the Zoning Administrator. The flags must be delivered to the Town Office no later than 11:00 AM on the working day (Monday-Friday) before the flags are to be hung. Only the Town Street Maintenance Superintendent or his designee may hang the flags. The flags must be picked up from the Town Office on the first working day following the allowed display period, or a \$25.00 per day storage fee will be imposed. The Town of Middleburg is not responsible for damage to or theft of signs left in the Town's storage area beyond this time period.

#### APPLICATION INFORMATION

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Number of Flags: \_\_\_\_\_ Display Dates: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Tax I.D. #: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(cont. on next page)

**APPLICATION TO USE TOWN FLAG STRUCTURES  
FOR PUBLIC, NON-PROFIT EVENT**

I, \_\_\_\_\_, representing \_\_\_\_\_  
(Printed Name of Representative) (Printed Name of Organization)

**understand and agree to comply with the regulations on the previous page.**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

<b>OFFICE USE ONLY</b>		
Date Filed: _____	Fee amount: _____	Date Paid: _____
Conditions of Approval: _____		
Approved: _____ Town representative	Date: _____	