



# City of Forks

## Banner/Flag Reservation Form

<b>Name Club/ Organization:</b>			
<b>Name Contact Person:</b>			
<b>Contact Information:</b>	<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Mailing Address:</b>			
<b>Non-Profit Club/Organization:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Dates Requested:</b>	<b>Display Banner From:</b> _____ <b>To:</b> _____		
	<b>Display Flags From:</b> _____ <b>To:</b> _____		
<b>Location of Banner/Flag Display:</b>	<b># of Banners:</b> _____	<input type="checkbox"/> North	<input type="checkbox"/> South
<b>Date Approve:</b>			

### Banner Specification's:

- Banner/Flag must be made of sailcloth or Tyvek material. No plastic or reinforced plastic banners/flags.
- Design must be of at least a "semi-professional" nature in appearance.
- Must be at least 30 feet in length and 25 inches in width, yet not wider than 40 inches.
- Must have at least a 2-½ inch hem on all four sides.
- Must have 5/8-inch grommets in all four corners and at least every six feet running along the top and bottom edges.
- Must have **reinforced air flaps** cut into the banner to prevent sailing.

### Flag Specification's:

- Maximum of four flags; two on each end of town.
- Must be made of sailcloth or Tyvek material. No plastic or reinforced plastic flags.
- Design must be of at least a "semi-professional" nature in appearance.
- Must be 60 inches long and 30 inches wide with a **sleeve** on each end to accept a ½ inch rigid pipe.

Please provide a sketch of your Banner/Flag or both

**Return completed form and \$15 reservation fee to:**

City of Forks  
500 E. Division Street  
Forks, WA 98331  
Phone: 360-374-5412 Ext. 236  
Fax: 360-374-9430

E-mail: [cbar.forks@forkswashington.org](mailto:cbar.forks@forkswashington.org)