

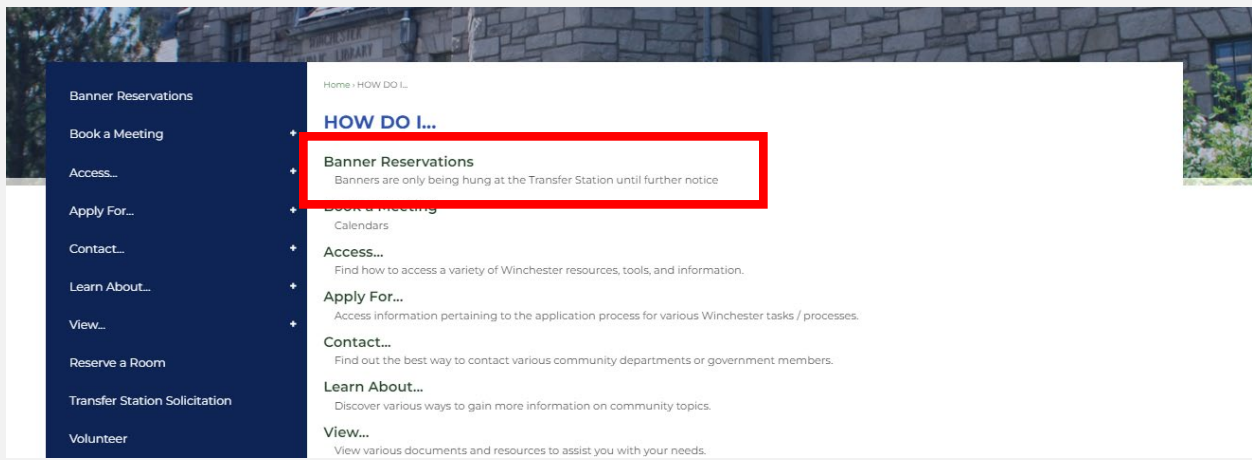
How to Request a Banner

www.winchester.us

Go to our website and click on "HOW DO I..."

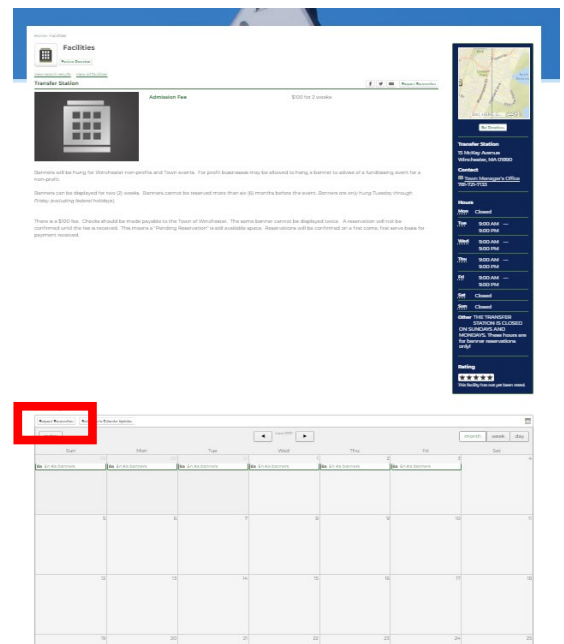
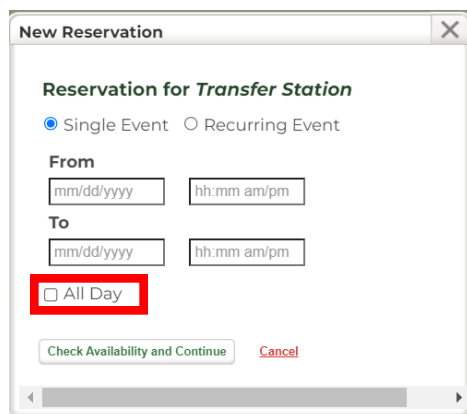


Click on Banner Reservations



Choose either Transfer Station or Transfer Station 2 to view availability

Banners can be hung for two weeks. Once you find a space with availability click on "Request Reservation". It will ask you to put in the Start and End dates of your reservation. Please select "All Day" when making your reservation.



Fill in the New Reservation form and click Submit

New Reservation

Event Name*

Event Details

Enter the event details here

Event Date*
 —

All Day
 Yes

First Name* **Last Name***

Email Address* **Phone Number***

List this event as private on the facility calendar
 Yes

* Indicates a required field

Please mail the \$100 fee to the Town Manager's Office. Checks should be made payable to "Town of Winchester"

- Banners are currently being hung at the Transfer Station only. We will determine if banners can be hung downtown once the MBTA project is completed.
- Banner reservations will only be confirmed once the check is received. When your reservation is confirmed you will receive an email from the website and one from the Town Manager's Office giving you information on where to drop off and pick up your banner
- **Banners are not hung on Sundays and Mondays because the Transfer Station is closed!** We will not give refunds for banners that are requested to be hung on either of these days.
- Banners should be made to withstand the weather in New England.
- Banners will be hung for Winchester non-profits and Town events. For profit businesses may be allowed to hang a banner to promote a fundraising event for a non-profit.

Please contact the Town Manager's Office with any questions. townmanager@winchester.us