



CITY OF TWO HARBORS LIQUOR STORE SIGN MESSAGE REQUEST FORM

All requests for posted messages must be submitted in writing to City Hall by 9 a.m. each Monday for events scheduled for that week. Submissions will be time stamped and messages will be accommodated on a first come, first served basis if space is available based on the established message priority shown below:

Priority of the Messages:

1. Liquor Store Sales and Promotions.
2. City Sponsored Events and City Information.
3. Community Events which meet the definition of "Community/Special Event".

Community/Special Event Sign. A sign which solicits for a special short term or one time civic event. Such events may include, but shall not be limited to: seasonal celebrations, community programs and activities, or the location of places or events of interest to the community or tourists. Such events must appeal to a broad audience, are open to the public, and are accessible to all residents or visitors.

- Messages for the week will be changed each Monday depending on the schedule of the Public Works Department and based on the **priority of the messages**.
- The maximum display time for a non-City Sponsored Community/Special Events is one week.
- A request to display does not guarantee the message will be displayed.
- Non-City Sponsored Community/Special Events may be submitted no more than 2 weeks prior to the posting of the event.
- Non-City events will be limited to the name of the event, location, date, and time. A contact name and phone number must be submitted with each request.
- Only one request per event/group will be displayed at one time.
- Any disputes that arise from items not covered by this policy will be referred to the City Administrator or their designee for a final decision.

Name of Person Requesting Message: _____

Phone # for Person Requesting Message: _____

Email Address for Person Requesting Message: _____

Name of Event:

Location of Event:

Date of Event: _____

Time of Event: _____

Questions? Contact Tara at City Hall by phone: (218) 834-5631 or email: tolson@twoharborsmn.gov

Forms can be picked up at City Hall at 522 1st Ave, or on our website at www.twoharborsmn.gov

Forms can be delivered to City Hall, sent by fax: (218) 834-2674 or email: tolson@twoharborsmn.gov