



## 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 Number for Person Requesting Message: \_\_\_\_\_

Email Address for Person Requesting Message: \_\_\_\_\_

Name of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Questions? Contact Krista at City Hall by phone: (218)834-5631 or email:

[kcarlos@twoharborsmn.gov](mailto:kcarlos@twoharborsmn.gov)

Forms can be picked up at City Hall at 522 1<sup>st</sup> Ave., or on our website at

[www.twoharborsmn.gov](http://www.twoharborsmn.gov)

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

[kcarlos@twoharborsmn.gov](mailto:kcarlos@twoharborsmn.gov)