



# Application for Use of Town Hall Display Case

**The Monuments and Ceremonies Commission seeks interesting and informative displays, and invites the participation of Darien-based groups, organizations or individuals. Displays should be of historical, educational, artistic or cultural interest, and should not contain material for profit or which advances private causes or viewpoints. Determination of the suitability of material on display may be made by this Commission at any time.**

Name of applicant group: \_\_\_\_\_

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of the display: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Duration of Display: From \_\_\_\_\_ To \_\_\_\_\_

This application must be approved, and display dates agreed upon, prior to installation of the display. Participants are responsible for installation and removal of their displays. Shelves may be adjusted to suit the display; shelf hardware is in the gray storage box under the mailing machine in the office. The material on the back wall of the showcase is Velcro loop fabric. Objects to be fastened to the back wall must be mounted with Velcro hook dots or Velcro tape. Do not use sticky tape or other adhesives directly on this material; anything mounted in this fashion will be removed from the case.

**The Town of Darien, its departments, boards, commissions or agents are not responsible for the loss or damage of anything displayed in this case.**