



**APPLICATION FOR ERECTION OF A BANNER  
NON PROFIT ORGANIZATIONS ONLY**

| FEES:           | PER WEEK |
|-----------------|----------|
| STATE AND UNION | \$125.00 |
| POST OFFICE     | \$100.00 |

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME & DATE OF EVENT \_\_\_\_\_

DATE TO BE ERECTED: \_\_\_\_\_ DATE TO BE REMOVED \_\_\_\_\_

**Banner Requirements**

- ALL BANNERS MUST HAVE WINDSLITS
- MAXIMUM DIMENSIONS: 20 FT LONG X 3FT TALL
- PREFERRED THICKNESS: 14 GAUGE DOUBLE REINFORCED (NOT REQUIRED, BUT RECOMMENDED)

**Banner Reservation Policy**

- ✓ The Borough will not reserve banner space for any event without a request from the organization. It is not the Borough's responsibility to reserve a date based on prior history.
- ✓ The fee for erecting a banner is due within 7 days of the reservation. The banner space may be reserved for 2 weeks at a time if space is available.
- ✓ The applicant must provide a Certificate of Insurance, in the applicants name and identifying the Borough as a Certificate Holder and additional insured, providing General Liability Insurance having a minimum general aggregate of \$1,000,000 with \$1,000,000 per occurrence.
- ✓ Banners are erected by the Public Works department.
- ✓ Banners should be dropped off to Borough Hall the week before the reservation.
- ✓ Banners which are not removed from Borough Hall within 1 week after their reservation may be discarded by the Borough. The Borough is not responsible for the whereabouts of the banner after this deadline, unless prior arrangements have been made.
- ✓ The Borough is not responsible for damaged banners and reserves the right to refuse the hanging of any banner which we deem has a reasonable possibility of tearing, falling, or causing damage.

SIGNATURE OF APPLICANT: \_\_\_\_\_

***For Office Use Only***

Date Reserved: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method of Payment (circle one): Credit Card | Cash | Check

Cert. of Ins. \_\_\_\_\_ \*Please attach receipt

Location of Banner: (State & Union Streets) \_\_\_\_\_ (Post Office) \_\_\_\_\_