



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

FEES:	PER WEEK
STATE AND UNION	\$130.00
POST OFFICE	\$130.00

ORGANIZATION: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

NAME & DATE OF EVENT _____

DATE TO BE ERECTED: _____
(Monday)

DATE TO BE REMOVED _____
(Monday)

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 at the time of 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) _____