



Incorporated
Village of Port Jefferson

RECREATION DEPARTMENT
101-A East Broadway
Port Jefferson, NY 11777

(631) 802-2160

BANNER APPLICATION FORM

PERMISSION IS HEREBY REQUESTED OF THE VILLAGE OF PORT JEFFERSON
TO HANG A BANNER AT THE FOLLOWING LOCATION: Downtown (East of blinking light)

ORGANIZATION & NAME OF EVENT _____

ADDRESS _____

DATE(S) OF EVENT _____

REQUESTED DATES FOR BANNER _____

CORPORATE _____ NOT-FOR-PROFIT _____ CONTACT PERSON _____

TEL # _____ ALT # _____ EMAIL _____

EXACT WORDING OF BANNER _____

- **BANNER MUST BE DELIVERED TO THE RECREATION OFFICE NO MORE THAN ONE WEEK PRIOR TO ITS HANGING.**
- **BANNER MUST BE PICKED UP WITHIN 1 WEEK AFTER IT IS TAKEN DOWN OR IT WILL BE DISCARDED.**
- **PLEASE NOTE: BANNER MAY HANG NO MORE THAN 2 WEEKS PRIOR TO EVENT. HOWEVER, TIME MAY BE SHORTENED TO ONE WEEK IF OTHER REQUESTS ARE RECEIVED.**
- **BANNER SIZE: MINIMUM - 3 FEET BY 15 FEET, MAXIMUM - 3 FEET BY 20 FEET**
- **BANNER MUST HAVE REINFORCED EDGES, 1 & 1/2 INCH "D" RINGS AT CORNERS AND BE VENTED. (VILLAGE WILL SUPPLY ROPING FOR HANGING.)**

The undersigned agrees that the Incorporated Village of Port Jefferson, its agents, officers, elected and appointed officials, and employees shall not be liable for any claims, injuries, damages, or expenses sustained as a result of hanging this banner. This release is made with the knowledge that the Incorporated Village of Port Jefferson provides no insurance to cover any claims, damages, or expenses which may result from said banner.

SIGNATURE _____ DATE _____

OFFICE USE ONLY

APPROVED _____ DISAPPROVED _____ DATE _____ FEE _____

BANNER UP ON _____ BANNER DOWN ON _____

COMMENTS _____