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 ___________________________________________________________________

Port Jefferson 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 ROPE FOR HANGING.)

• $100 fee paid to the Village of Port Jefferson

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 ____________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

1/2/15