

APPLICATION FOR SUSPENSION OF SPECIAL EVENT BANNER OVER U.S. ROUTE 422 IN ANNVILLE TOWNSHIP

Name of Sponsor/Organization: _____

Address of contact person: _____

Home phone number of contact person: _____

Cell phone number of contact person: _____

Email address of contact person: _____

Event being promoted: _____

Date and duration of event: _____

Size of banner: _____

Description of banner message: _____

Dates the banner is requested to be displayed: _____

Please attach a picture or drawing of the banner to scale.

As the applicant, I understand and affirm the following:

- 1) I am responsible for providing a banner meeting all applicable requirements
 - 2) Banners may not be installed more than four weeks prior to the event
(installation by the Township Public Works Department)
 - 3) Banners must be removed within two business days after the event
(removal by the Township Public Works Department)
 - 4) Payment in the amount of \$150 is included with this application and an application will not be accepted without payment (checks may be made payable to: "Annville Township")
 - 5) The application must be received two months prior to the first requested date of suspension; applications not meeting this criterion will be denied.
 - 6) The event being promoted relates to a national, state, regional or local function or charitable affair
 - 7) The event being promoted is open to the public
 - 8) No more than 20-percent of the message will relate to naming or advertising a commercial product, enterprise, business or company regardless of whether they are sponsoring the event or banner installation.
 - 9) The application may be denied by Annville Township for any reason whatsoever
- Approval for the suspension of the banner is also contingent upon review and approval by PennDOT

Name of applicant: _____

Signature of applicant: _____

Date: _____

-----FOR OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)-----

Date application received: _____ Cash/check number: _____

Date reviewed by Commissioners: _____

Approved? ____ (Resolution number: _____) Disapproved? ____

Date submitted to PennDOT: _____

Date approved? _____ Date disapproved? _____

BANNERS MUST BE MADE OF MESH FOR AIR TO PASS THROUGH



For every foot of banner, we require a grommet on the top and the bottom.

ALL banners must have a grommet in the middle of the sides, regardless of what length the banner is.
