

CITY OF ELGIN BANNER PERMIT APPLICATION

In order for the application to be processed, a fee receipt must be attached.

Date(s) of Event: _____ Time of Event: _____

Date to be Installed: _____ Date to be Removed: _____

Location of Banner(s): *please check one*

Across Chicago Street

Across Highland Avenue

CONTACT PERSON

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

APPROVAL WILL BE ONLY GIVEN IF THE FOLLOWING OCCURS:

- Application is received by the Special Events Office two weeks prior to the installation date requested.

The Application can be sent to:

Parks and Recreation Department

Attn: Special Events

100 Symphony Way

Elgin, IL 60120

- The date(s), location(s), staff, and equipment are available.
- Banners can only be hung for a maximum of 14 days (please make sure your installation and removal dates are in compliance to this policy).
- Banner is marketing an event for a charity or local organization.

PRIOR TO THE INSTALLATION OF THE BANNER(S):

- Banner(s) must be supplied to Public Works (1900 Holmes Rd) by the event organization 2 days prior to installation.
- Banner(s) must meet the specifications:
 - Banners should be single line, link letter style banners (sewn, not stapled).
 - Banners must be accompanied by a minimum 65 ft. rope.
 - Banner length can not exceed 50 ft.

AFTER REMOVAL OF THE BANNER(S):

- Banner(s) must be picked up at Public Works (1900 Holmes Rd) within 14 days after the removal date. Banner(s) remaining after that time period will be disposed of.
- The City is not responsible for the loss or damage to individual banners.

BANNER FEES:

- The fee for installation and removal of a banner is \$270 for the first banner and \$135 for one additional banner.

(OFFICE USE ONLY)

Date of Application: _____ Received By: _____

Approved By: _____ Date: _____

