

BOROUGH OF SEWICKLEY BANNER APPLICATION

**ONLY COMPLETED APPLICATIONS, INCLUDING FEE &
INSURANCE CERTIFICATE, WILL BE ACCEPTED**

I, We _____ request the privilege of erecting a street banner from
_____ to _____ for the purpose of publicizing:
Date **Date**

Briefly describe, above, the event or purpose of the banner, and agree to the following conditions:

1. Time span for Banners will be **approximately 14 days** before a scheduled event. We will do our best to accommodate that time frame.
2. Preference will be to erect and/or remove banners on Sunday.
3. Banners shall only be permitted for public service announcements or charitable events sponsored by non-profit organizations.
4. No commercial sponsorship or advertising shall be permitted on any banner.
5. Wind cuts/circle holes with flaps **must** be on the banner to help prevent wind damage to banners. In addition, grommets **must** be on both the top and bottom of the banner so that it can be hung safely above the street.
6. The size of the banner is dependent upon the location: **Only** 24 ft. banners are used at the Broad St. and Bank St. and the Broad St. and School St. locations. **Only** 18 ft. banners are used at Beaver St. and Locust Pl. and the Beaver St. and Logan St. locations.
7. Banners are located in the commercial district at the following locations: (Please rank in order of location preference - ***Preference is not guaranteed***).

Broad St. & Bank St. (Only 24 ft. banner)

Broad St. & School St. (Only 24 ft. banner)

Beaver St. & Locust Pl. (Only 18 ft. banner)

Beaver St. & Logan St. (Only 18 ft. banner)

8. A **Certificate of Insurance with \$500,000 minimum liability insurance limits** naming the Borough of Sewickley as an additional insured, in effect during the time of the requested display period, is attached.
9. A permit fee of **\$250.00** for the erection of the banner is attached.
10. Applicant shall furnish rope to hang banner, braided 3/8" minimum diameter x 120 feet long. Rope should be made of Propylene for added strength. The curb to curb street width is just over 30 feet.
11. Applicant shall pick up banner from the Public Works Office at the rear of the Borough Building on Washington St. within 3 days after banner is taken down. The Borough shall not be held responsible for storage of banners, nor lost or damaged banners including damage caused by weather related events or vandalism. Please call 412-741-8990 to schedule a specific pick up time.

PLEASE INDICATE, BY PRINTING IN THE BOX BELOW, WHAT WILL BE ON THE BANNER.

Applicant: _____ **Date:** _____

Address: _____

Telephone: _____ **Email:** _____

----- **BELOW THIS LINE: OFFICE USE ONLY** -----

Approved:

 Kevin M. Flannery
 Borough Manager

Taken By:

 Last Name