



VILLAGE OF EAST TROY

Banner Application for Village Square Gazebo

Non-Profit Organization	
Contact Person	
Phone Number	
Banner Content	
Display Dates (M-F only)	
Size of Banner (Max. allowed: 4' x 12')	

There is no charge to have the Public Works Department staff hang and remove banners from the gazebo. Banners will be displayed for a period not to exceed **10 days**, must be able to be hung using bungee cords. Grommets should be located in each corner & middle on each banner (every 2 ft. if possible). Banners need to have a means to relieve wind pressure such as a slit in the center.

This form must be filled out and returned to the administration office at least **one week prior** to date banner is requested to be hung. Banners shall be displayed on a first come-first serve basis. No more than **one** banner to be hung from the gazebo at a time.

DELIVER BANNER TO VILLAGE HALL (2015 ENERGY DR)

3 BUSINESS DAYS PRIOR TO DISPLAY DATE.

APPLICANT SIGNATURE: _____ Dated: _____

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 -For Office Use Only-

Date Received: _____ Public Works Notified: _____