



# 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: \_\_\_\_\_

.....  
 -For Office Use Only-

Date Received: \_\_\_\_\_ Public Works Notified: \_\_\_\_\_