

**VILLAGE OF LANCASTER- Clerk-Treasurer Office**  
Central Ave-North Banner @ Pleasant Ave

Banner Usage Dates:	(START):	(END):
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Event Date(s):
Event Description:

Organization Name:
Event Contact:
Address:
Phone No:                      (Days):                      (Evenings):

All applications received must be from Not-For-Profit Organizations. Applications may be submitted no sooner than 6 months in advance and are accepted M-F 8:30 AM-4:30 PM, in person, by mail, or by fax (716) 684-4830. Applications will be accepted and approved on first-come, first-served basis.

The maximum amount of time that an applicant may hang a banner is one week. If no other applications are received, the organization may request two weeks dependent upon availability. The organization may **NOT** have two signs, two banners, or one sign and one banner at a consecutive time. **PLEASE NOTE:** You may be moved from a reserved week if the sign location is needed for a Village purpose. You will be given as much notice as possible if this occurs.

\*Banner must be 2 ft. high x 22 ft. long after all stitching & reinforcement. \*Edge of complete banner must be folded over with 1 1/2 inch reinforcing material double stitched inside of fold. \*A 2 inch ring with reinforcing strap must be stitched into each corner. \*It must have 12 grommets, 6 on top, 6 on bottom - grommets will have a 9/16" inside diameter.

\*\*The organization is responsible for delivering the banner at least 2 business days prior to the "start date" to the Department of Public Works, 5200 Broadway, Lancaster, and organization is responsible for picking up the banner from the Department of Public Works, 5200 Broadway, Lancaster, within five (5) business days after the "end date" shown above. After the fifth business day the banner may be disposed of by the Village.\*\*

The organization named herein agrees to insure the Village of Lancaster against any loss which may result from the construction, placement, maintenance or removal of a banner from over Central Ave near Pleasant Ave, including the storage of any materials and/or signs on other Village property, to indemnify and hold the Village harmless from any such loss for damages or injuries which may result to any organizational property, organizational members or to the property or person of any third parties.

\_\_\_\_\_  
 Authorized Officer of Organization

\_\_\_\_\_  
 Date

For Office Use Only:    ( ) Approved    ( ) Denied    Date: _____ ( ) Logged on Calendar    ( ) Requests 2 weeks if possible                      Initialed by: _____
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**Banners are not available during November or December**