

**VILLAGE OF LANCASTER – BANNER / SIGN REQUEST FORM**

(716) 683-1028  
(716) 683-1029 - Fax

SIGN/BANNER USAGE DATES (START) (END)

EVENT DATE(S):

EVENT DESCRIPTION:

ORGANIZATION NAME:

CONTACT NAME: EMAIL:

ADDRESS:

PHONE NUMBER: (DAYS) (EVENINGS)

The organization named herein agrees to hold harmless the Village of Lancaster for any loss or damages caused by hanging or removing said banner over Central Ave. The Village will not be held responsible for any damages to a banner/sign while in the Village's possession.

The organization may request the banner/sign for one week only. If no other applications have been received the organization may request two weeks. **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.

The banner/sign will not be installed more than ten (10) days prior to the event. Once banner/sign installed the banner/sign will not be moved to another location.

The organization is responsible for delivering the banner/sign at least one (1) business day prior to the start date to the Department of Public Works, 5200 Broadway, Lancaster, NY 14086.

The organization is responsible for picking up the banner/sign at the Department of Public Works, 5200 Broadway, Lancaster, NY 14086 within five (5) business days after the end date shown above. After the fifth business day the banner/sign may be disposed of by the Village.

**BANNER** must be 2 ft. high x 22 ft. long after all stitching and reinforcing. Edge of complete banner must be folded over with 1 ½" reinforcing material doubled stitched inside of fold. A 2" 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.

**SIGN** must be 4' high x 8' long x 5/8" or ¾" thick. The lettering should run length-wise. Sign material must be supplied by the applicant.

**SIGN:** FIREMANS PARK GIRL SCOUT GARDEN CIRCLE ONE

**BANNER:** NORTH (RITE AID) SOUTH (BROADWAY) CIRCLE ONE

AUTHORIZED OFFICER OF ORGANIZATION DATE:

BANNER DROPPED OFF BY: DATE:

BANNER PICKED UP BY: DATE:

FOR OFFICE USE ONLY: ( ) APPROVED ( ) DENIED DATE: \_\_\_\_\_ Initials: \_\_\_\_\_  
( ) LOGGED ON CALENDAR RECEIVED BANNER/SIGN BY: \_\_\_\_\_

**\*\*NOTE\*\* - BANNER REQUESTS WILL NOT BE HUNG NOVEMBER 1 TO JANUARY 15  
\*THE VILLAGE OF LANCASTER RESERVES THE RIGHT TO CHANGE BANNERS\***