



CITY OF PARK RIDGE

505 BUTLER PLACE
 PARK RIDGE, IL 60068
 TEL: 847/ 318-5200
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 URL:http://www.parkridge.us

BANNER REQUEST APPLICATION

___ HODGES PARK ___ ELM/BUSSE ___ LIBRARY FENCE (Touhy & Summit)
 NO BANNERS WILL BE HUNG IN HODGES PARK NOVEMBER THROUGH MARCH

Name of Organization:		
Applicant's Name:		Daytime Telephone Number
Street Address	City	Email

Name of Event being advertised
 (NO ADVERTISING OF BUSINESSES ALLOWED)

Banners are hung/removed on Tuesdays. Start to End period cannot exceed four weeks.

1st Choice Start _____ End _____

2nd Choice Start _____ End _____

PLEASE NOTE

- All banners must be delivered to 400 Busse Hwy one week prior to "START" date.
- One banner per organization is allowed at one given time.
- The City has the right to refuse to hang any banner based on its content.
- Requests are processed in the order they are received.
- Submission of this application does not guarantee acceptance.
- Public Works does not hang banners in poor weather conditions (wind, rain, snow).
- The City is not responsible for lost, stolen, damaged banners.
- **Banners must be picked up at 400 Busse Hwy. within 2 weeks after the "END" date. Banners left longer than 2 weeks will be discarded.**

I understand and accept the terms of this application.

 Applicant's Signature Date

 City Administration Approval Date

 Banner – Picked up by Print & Sign name Date

Frequently Asked Questions

1. What is the maximum allowable banner size?

The maximum size is 25 feet wide by 30 inches high.
Air vents are highly suggested.

2. Do I need to provide rope?

No, you no longer need to provide rope.

3. How many banners can be flown in Hodges Park simultaneously?

A maximum of two banners, sized at 25' x 30" each.

4. How soon should I return my request form?

Requests are processed as they are received. Reservations for banners are accepted on a first come, first served basis.

5. How long can my banner fly.

Your banner will be displayed for two weeks. Exceptions may be made based on space availability.

6. Where should I return my Request to Fly Banner Form?

Mail your form to:

City Hall
Administration Depart.
505 Butler Place
Park Ridge, IL 60068

OR

- fax it to 847/318-5300, or
- email it to cpeterso@parkridge.us

7. Questions? Call 847/318-5464 or email

cpeterso@parkridge.us