



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
TEL: 847/ 318-5200
FAX: 847/ 318-5300
TDD:847/ 318-5252
URL:<http://www.parkridge.us>

City of Park Ridge Celebratory Event Streetlight Banner Policy

- The event for which you are celebrating must be recognized by the City Council in the form of a formal Resolution at a regular City Council meeting, preferably one to two months before the banners are hung. Please call Administration at 847/318-5200 to inquire and make the necessary arrangements. The City Council holds its regular meeting on the first and third Monday of each month.
- Provide the Deputy Clerk with five or six milestones or key points regarding the organization to include in the Resolution. This information must be provided one month prior to the date of recognition at the City Council meeting.
- Banners cannot be displayed during any winter holiday season. This includes Thanksgiving through New Year's Day.
- The City has final approval of color, design and layout. Banners must be the same size and quality as the current banners. The City Manager must approve your proposed design before you place your order. Approximate manufacturing time is 30-60 days.
- **You may choose to use any company as long as the requirements are met.** However, a referral has been provided for your convenience. Display Sales has worked well with many of our City organizations:

DISPLAY SALES 10925 Nesbitt Ave., S., Bloomington, MN 55437
Tel) 800-328-6195 Fax) 952-885-0099 sales@displaysalesco.com

Your organization is responsible for the full cost of the banners.

- The City will hang the banners. However, it will be your responsibility to deliver your banners to the Public Works Service Center at 400 Busse Hwy. and picked up from the same location once they are taken down. Banners will only be hung with the City's regular banner hanging program unless otherwise agreed. A charge may occur for hanging banners outside of the regular schedule.
- Contact Deputy Clerk Madden at 847/318-6721 or email bmadden@parkridge.us

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE,
SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.