

CITY OF RHINELANDER

BANNER/SIGN REQUEST FORM



ALL the information must be provided for process!

Event: _____ Event Date: _____

Event SPONSOR: _____

Contact: _____ Cell #: _____ Alt #: _____
First and Last Name - Printed

Address: _____
City and Zip Code

Email Contact: _____

Banner/Sign Dimensions: _____ # of banner/signs _____

Preferred Display Period: Dates From: _____ To: _____

LOCATIONS: Banner/signs ROW request Banner/signs within a City owned park

Describe, in detail, the park and the location(s) for placement of banner/signs (use separate sheet of paper if needed):

ADDITIONAL REQUIREMENTS:

- ✓ **Site Plan:** Please include a detailed site plan showing the proposed location(s), how it will be fastened or installed.
- ✓ **Attachments:** Please include dimensioned drawings of the proposed sign(s), including sign message, lettering and font style and color.
- ✓ **Banner/Sign Specifications:** Banners/signs shall be made of durable material so as to resist tearing, fading or bleeding of message.
- ✓ **Placement:** Banner/sign placement are allowed two (2) weeks prior to event and MUST be removed within twenty four(24) hours of the end of the event.

I certify that all of the above information is true and correct: That I have read and fully understand the Banner/Sign Policy, which includes the procedures and the responsibilities of the applicant, organization and responsible party.

Signature: _____ Date: _____

Applicant: Responsible Party: Acting Agent: Print Name _____

OFFICE USE ONLY

Date Application was received: _____

Action Taken: Parks, Buildings & Grounds Director: Approved Denied Date Approved: _____

PW: Approved Denied Mtg Date: _____ FD: Approved Denied Mtg Date: _____

PD: Approved Denied Mtg Date: _____

Signature: City Official _____ Date: _____