

City of Harrisburg

Department of Parks, Recreation and Enrichment
MLK City Government Center, 10 N. 2nd St. Suite 405, Harrisburg, Pa 17101
Telephone 717.255.3020 FAX 717.255-6554

FRONT AND FORSTER STREET BANNER POSTING APPLICATION 2014

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK

NAME OF APPLICANT _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE # _____ FAX# _____

_____ Non-Profit Organization (please check here)

SPONSORING ORGANIZATION

ADDRESS _____

CITY, STATE, ZIP _____

PHONE# _____ FAX# _____

TITLE OF EVENT/ACTIVITY _____

PRINTED MESSAGE ON BANNER _____

REQUEST PLACEMENT DATE (usually done on Mondays) _____

REMOVAL DATE (usually done on Mondays) _____

FEE: \$ 150.00 for two (2) weeks @ \$25.00 for each additional consecutive week.

By accepting this application, the applicant shall be bound by all Department of Parks, Recreation and Enrichment rules, regulations and applicable ordinances as set forth in the Banner Application.

Banner Fee (\$150.00) \$ _____

Additional Weeks @ \$25.00 per week _____

Total Banner Fee \$ _____

Method of Payment: (please circle one)

Check Cash Money Order Other

(Banner Application not valid unless signed by the Director or other authorized DPRE personnel.)

APPLICANT SIGNATURE _____

APPLICATION ONLY VALID FOR 2014 POSTINGS

BANNER POSTING POLICIES AND PROCEDURES

Please read and initial each statement, policy and procedure.

- _____ All Banners must be 20' to 40' long by 3' tall
- _____ All banners must be made of heavy-duty reinforced vinyl. (Minimum 14 oz.)
- _____ All banners must be stitches on 4-sides with metal D-rings at each corner and grommets spaced every 3' along the the top. Loose D-rings will not be returned.
- _____ Banners must be in good repair when delivered. Old, torn or damages banners will not be hung. Repair of Repeatedly used banners should be performed by a professional banner shop.
- _____ Banners that do not adhere to these specifications will not be posted
- _____ All banners must have at least one wind slit per square foot
- _____ At least 100' feet of ¼" nylon posting rope must be provided. Clothesline is unacceptable (Due to weathering, posting rope is not reusable and cannot be returned.)
- _____ Only banners relative to an event or activity taking place within City limits that the primary sponsor is a non-profit organization, will be posted.
- _____ The event or activity must have some benefit to the City of Harrisburg. The City reserves the right to determine priority among conflicting requests for the same time period. City sponsored events or activities take precedence over all other events or activities.
- _____ The City reserves the right to cancel any approved banner posting permit. If the City cancels a permit a refund will be issued.
- _____ No political or pornographic banner of any kind may be considered for placement
- _____ All banners will be installed or removed on Mondays weather permitting, unless said Monday is a Holiday or the necessary staff is committed to a city emergency/event. Installations delayed by wind, rain, snow or severe temperatures will take place as soon as weather permits. There are no refunds offered for weather delays.
- _____ Banners must be in the DPRE office by 5:00 pm on the Thursday prior to installation or they will not be placed
- _____ All banner posting requests must be received by the Department at least two weeks prior to the requested posting date.
- _____ All banners must be picked up in the DPRE office by 5:00 pm on the Friday after its removal. If your banner is not picked up by 5:00 pm it will be discarded.
- _____ Payment must be made by check or money order made payable to: City Treasurer. No dates will be confirmed or approved without payment
- _____ the City of Harrisburg is not liable for banner damage outside of our control, including but not limited to damage caused by wind, inclement weather, traffic accidents, etc.
- _____ I, the undersigned, am at least 18 years of age and acting as an agent of the requesting organization, certify that I have read and understand the banner posting policies associated with this request and accept that this banner posting

APPLICATION ONLY VALID FOR 2014 POSTINGS

will be canceled, without refund, if the banner does not adhere to the aforementioned specifications and/or policies.

Signature of Applicant _____