



## GAZEBO BANNER PERMIT

(\$275 Fee)

The intent of the gazebo banner is to advertise Barrington community events whose primary objectives are to create activities that draw people to or retain people in the Village; to foster community spirit and to serve as a fundraiser for the organization, but also provide some economic benefit to the Village. To obtain permit approval, the event must meet these objectives. Effective May 1, 2011, the gazebo banner may be reserved for announcing qualifying community events, for a fee of \$275.

**PLEASE TYPE OR PRINT**

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Week Banner to be Displayed: \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**SIGN REQUIREMENTS**

1. **Mandatory:** Submit a sketch of the banner to include size, colors, banner contents/wording and construction material with this application.
2. Requests must be submitted at least one week, but no sooner than six months, prior to the date of installation. You may apply no earlier than:

<p><b>January 1<sup>st</sup> for the month of July</b>  <b>February 1<sup>st</sup> for the month of August</b>  <b>March 1<sup>st</sup> for the month of September</b>  <b>April 1<sup>st</sup> for the month of October</b>  <b>May 1<sup>st</sup> for the month of November</b>  <b>June 1<sup>st</sup> for the month of December</b></p>	<p><b>July 1<sup>st</sup> for the month of January</b>  <b>August 1<sup>st</sup> for the month of February</b>  <b>September 1<sup>st</sup> for the month of March</b>  <b>October 1<sup>st</sup> for the month of April</b>  <b>November 1<sup>st</sup> for the month of May</b>  <b>December 1<sup>st</sup> for the month of June</b></p>
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Any requests received on the 1<sup>st</sup> of the month via fax will be considered *after* any applications received in-person on the first business day of the month. All Village sponsored events will take precedence over other requests. In the event that more than one application is received for the same display week, approval will be given to those events that most closely follow the intent of the gazebo banner.

3. Banner is to be dropped off to Public Works Department, Raymond Street, three business days prior to installation and picked up within four business days of removal, or the banner may be discarded.
4. Banner size requirements: 3' x 8'. Banners are to be professionally constructed for durability (should include wind slits and reinforced grommets). Ropes are **not** to be included.
5. The Village of Barrington is not responsible for damage to banners.

**FOR OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_ Date Approved/Denied: \_\_\_\_\_

Approved by: \_\_\_\_\_ Mailing Date: \_\_\_\_\_

cc: Police Department - Records  
Public Works Department