

The City of Harrisburg, Department of Parks and Recreation

MLK City Government Center, Suite 401, 10 North 2nd St., Harrisburg PA 17101
Phone: (717) 255- 3020 - FAX: (717) 255-6554 website: www.HarrisburgEvents.com

FRONT & FORSTER ST. BANNER POSTING REQUEST

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Home: _____ Work: _____

Sponsoring Organization

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ *Date of Event:* _____

Title of Event or Activity: _____

Printed Message on Banner: _____

Request Placement Date (usually done on Mondays): _____

Removal Date (usually done on Mondays): _____

FEE: \$150 FOR TWO WEEKS -
\$25 FOR EACH CONSECUTIVE WEEK

BANNER POSTING POLICIES AND PROCEDURES

Please read and initial each statement

INITIAL

DEPARTMENT STATEMENT, POLICY, 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 stitched seamed on 4-sides with metal D-rings at each corner and grommets spaced every 3' along the top. Loose D-rings will not be returned.

Banners must be in good repair when delivered. Old, torn or damaged banners will not be hung. Repair of repeatedly used banners should be performed by a professional banner shop.

(OVER)

BANNER POSTING POLICIES AND PROCEDURES

Read and initial each statement (continued)

INITIAL

DEPARTMENT STATEMENT, POLICY, PROCEDURE

Banners that do not adhere to these specifications will not be posted.

- _____ All banners must have at one wind slit per square foot.
- _____ At least 100' of 1/4" nylon posting rope must be provided. Clothesline is unacceptable. **(Due to weathering, posting rope is not reusable and can not 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 (between 9:00 a.m. and 3:00 p.m.) **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 severe weather conditions allow. There are no refunds offered for weather delays.
- _____ Banners must be in the Parks and Recreation office by 5:00 p.m. on the Thursday prior to installation or they will not be placed.
- _____ All banner posting requests must be received by the Department of Parks and Recreation at least two weeks prior to the requested posting date.
- _____ **All banners must be picked up in the Parks and Recreation office by 5:00 p.m. on the Friday after it's removal. If your banner is not picked up by 5:00 p.m. on the Friday after it's removal 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.

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

Signature of Applicant

Date

APPROVAL SIGNATURE

Charles A. Schulz
Special Events Director, City of Harrisburg
10 North Second Street, Suite 401
Harrisburg, PA 17101-1686
Phone: 717-255-3020 Fax: 717-255-6554

Date

(Revised December 2007)