**Village of Pleasantville Banner Request Form**

**Village Hall**

**80 Wheeler Avenue** • **Pleasantville, New York 10570** • ***phone: 914-769-1975* • fax 914-769-2127**

1. No commercial names, logos or advertisements are permitted on the banner(s), unless related to a community event. Any such material will be covered prior to the banner being hung. It is requested that all banners shall be 18oz heavy weight vinyl (1,000 x 1,000 denier media). The edges shall be reinforced and hemmed (rolled and double stitched). There shall be metal grommets and shall have an inside diameter of 3/8in. and shall be installed minimally 3/4in. from outside edge and not more than 1-1/4in. from the edge. There shall be wind slits staggered evenly, every foot on center. The Village is not liable for any damages to banners. The maximum length of banners can be 25 ft. and the maximum height is 2 ft. Your application must include a graphic representation or photo of the proposed banner(s).
2. Banner Requests will be reviewed by the Village Administrator’s Office and you will be contacted at the appropriate time. Please be advised that the Village cannot guarantee a date on which banners will be hung. Requests will be accommodated on a first come, first serve basis, and not more than 3 months prior to an event date. Banners will only be permitted to be displayed for two (2) weeks prior to the event. Banners must be delivered at least one (1) week before the scheduled to be hung. All banners can be collected from the Village Department of Public Works Office, located at 1 Village Lane, Pleasantville, New York 10570 (1) week after the scheduled date of removal.
3. **Banner Options:**
* Single Banner installed at One Location for a Two-Week Period:
* Single Banner installed at One Location for Multiple Weeks or Hangings (within a 12-Month Period):

Please completed the below information:

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

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event (type, purpose, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date banner is to be hung: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banner location(s) requested (please indicate more than one location):

* Manville Road (near Jacob Burns Theater)
* Wheeler Avenue (near Pleasantville Pizzeria)
* Bedford Road (Old Village)
* Bedford Road (South View)
* Washington Avenue (near firehouse)

Please indicate if you would like the banner returned to you/the organization at the end of the display period, or if you would like the Village to dispose of the banner after the display period ends.

* Dispose of banner
* Return banner to me/organization