

Borough of Downingtown Street Banner Guidelines

Application Process

An application for the installation of a horizontal street banner shall be submitted to the Borough of Downingtown at least 60 days prior to the community event and/or activity to which it relates. Street banner placement is on a first come, first serve basis and fills quickly, so please plan ahead. In the event of a scheduling conflict, the Borough reserves the right to decide banner placement.

Application must include the following:

- Fee of \$160.00
- A sketch or photograph of the banner
- A certificate of insurance (The commercial general liability insurance must be provided with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence, and it must list the Borough of Downingtown, its officers, employees as additional insured.)

Banner Content

Banners are limited to the following content:

- Non-Political and noncommercial historical, cultural, educational, seasonal or civic events situated within the Borough of Downingtown.

You will be notified once the application has been processed and approved.

Banner Specifications

- Size: 3'x25'
- Materials:
 - 16 Oz. 2 sided Laminated vinyl Banner Material
 - Hemmed all four sides with double stitch machine
 - 1" re-enforced nylon webbing sewn into hem (overlapped at corners)
 - Stainless Steel D- Rings sewn into all 4 corners
 - Stainless Steel Self Piercing Grommets every 25"
 - Plated steel rivets in corners to lock in stitching
 - Wind Slits Cut Minimum Every 3' Staggered across Banner
 - All Graphics Computer Cut High Performance (7-9 Year) Vinyl 3m or Equivalent
 - *If banner is full color Digital Print: (2) Single Sided 13 Oz. Laminated Vinyl, Sewn Back to Back, All other construction specs same as above

Display Process

- Banners are to be delivered to the Public Works building within 5 days of intended display date. After being taken down, your banner will be at the Public Works Building for you to pick up.
- The Borough is not responsible for banners and is unable to store banners; you MUST pick them up in a timely manner.
- Banners may be installed and displayed during a period beginning up to two (2) weeks prior to the event.

The Borough of Downingtown reserves the right to remove any banner regardless of approval as deemed necessary; (unsafe conditions, weather etc.) at which time there will not be a refund.

Borough of Downingtown

Municipal Government Center 4 West Lancaster Avenue Downingtown, PA 19335

Phone: 610-269-0344 Fax: 610-269-1580

www.downingtown.org

STREET BANNER APPLICATION

DATE SUBMITTED: _____

APPLICANT INFORMATION

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

BANNER INFORMATION

EVENT NAME AND DATE: _____

(attach photo/sketch to application)

BANNER HANG DATE: _____ REMOVAL DATE: _____

I understand that permission is granted only for the purpose of allowing banners to be placed on the Borough Right-Of-Way and that all responsibility for public liability, injury to persons, and/or damage to property is borne by the applicant, not the Borough of Downingtown. This permit is revocable by the Borough with no notice to the applicant.

APPLICANT SIGNATURE: _____ DATE: _____

BOROUGH USE ONLY

\$160.00 Fee Paid: _____ Sketch Rec'd: _____ Insurance Certificate Rec'd: _____

Approved: _____

Borough Manager, Steve Sullins

Date