



207 North Main Street | Orrville, Ohio 44667-1639 | Phone (330) 684-5000 | FAX (330) 684-5039 | www.orrville.com

## APPLICATION Information for Banner Installation

- The City of Orrville has approximately 50 poles in the downtown area with banner adapters. In the area from the railroad tracks to Church Street, 20 banners are required. **You may display 10 banners only for one month each year.** Second and third choice of months may be requested and as space allows, your banners will be displayed.
- Banner size shall be 29" wide and 50 ½" long including 3" adapter pockets on both top and bottom. Eyelets in the top and bottom corners are optional.
- Banners may not be displayed for more than one month per year only. Extended time periods will be considered with approval from the Safety-Service Department if the time is available.
- Banners are to be delivered in an appropriate container to the Orrville Service Department, 415 East Pine Street, at least one week prior to the display date. Orrville Service Department will hang and remove all banners from the light posts.
- Banners are to be picked up at the Orrville Service Department within 14 days of removal. Annual storage may be offered if a Rubbermaid-type storage container is provided by the applicant.
- The City of Orrville reserves the right to end the banner program entirely or limit it to a certain class of banners (i.e. municipal banners only) at any time.
- The City of Orrville will not be responsible for the loss, damage, theft, etc., of any banner(s) while in the City's possession.
- Please contact the Safety-Service Department 330-684-5001 to reserve your dates or email [jgault@orrville.com](mailto:jgault@orrville.com)
- Please return the application form to the City of Orrville, Safety-Service Department, 207 North Main Street, Orrville, OH 44667. The permit is non-assignable and free of charge.

**CONTACT NAME** \_\_\_\_\_

**BUSINESS OR GROUP** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**NO. OF BANNERS TO BE DISPLAYED** \_\_\_\_\_ (Maximum 10 per month)

**MONTH TO DISPLAY** \_\_\_\_\_

**2<sup>ND</sup> CHOICE MONTH** \_\_\_\_\_

**3<sup>RD</sup> CHOICE MONTH** \_\_\_\_\_

**IS THIS AN ANNUAL DISPLAY?**    \_\_\_ Yes    \_\_\_ No

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

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**FOR CITY USE ONLY**

**PERMIT**

The applicant is permitted to display banners in the City of Orrville as stated above.

**PERMIT #** \_\_\_\_\_  
Safety/Karen/Myfiles/forms

**APPROVED** \_\_\_\_\_