



**EASTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**566 Beaumont Road  
Devon, PA 19333  
610-687-3000  
610-687-9666 (Fax)**

**APPLICATION FOR  
BANNER PERMIT**

**PART 1 – INSTRUCTIONS**

- Review Chapter 382 Special Events of the Code of the Township of Easttown, available online at [www.easttown.org](http://www.easttown.org), for purchase at the Township Building or review at the Township Building.
- Banner permits shall be issued only for the following Special Events: Historical, Cultural, Educational, Seasonal or Civic situated within the jurisdictional boundaries of Easttown Township.
- At least thirty (30) calendar days prior to the desired Display Dates, submit this Application for Banner Permit.
- At least thirty (30) calendar days prior to the desired Display Dates, submit three (3) sets of Banner Plans or Photographs with dimensions that do not exceed twenty (20) feet in length and two (2) feet in height and notations that the Banner is made of flexible/durable material with securely fastened with ropes/cords and venting to prevent flapping in the wind.
- At least thirty (30) calendar days prior to the desired Display Dates, submit a Certificate of Insurance for commercial general liability with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000.00 for each occurrence. The Certificate of Insurance must name the Township, its officers and employees as additional insured.
- At least thirty (30) calendar days prior to the desired Display Dates, submit an Administrative Fee of \$250.00 payable to Easttown Township.

**PART 2 – SPECIAL EVENT ORGANIZATION INFORMATION (entity responsible for all costs)**

Applicant / Permit Holder Name:

Organization Name (if different from above):

Applicant / Permit Holder Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Telephone Number:

Email Address:

Fax Number:

**PART 3 – DISPLAY LOCATION**

Lancaster Avenue between Woodside Avenue and Main Avenue.

**PART 4 – PROPOSED DISPLAY DATES**

Proposed Start Date:

Proposed End Date:

**PART 5 – CERTIFICATION**

- I am an officer or official of the Organization applying for the Banner Permit, or
- have the authority to make this Application on behalf of the Organization applying for the Banner Permit (attach delegation of signatory authority),

Acknowledge that the information provided in this Application, including any plans and specifications, is true and correct to the best of my knowledge and belief.

Name (type or print legibly)	Official Title
Street Address	City, State, Zip
Phone Number	E-Mail Address
Signature	Date

**PART 6 – TOWNSHIP ACTION**

Permit Application Fee: \$	<input type="checkbox"/> Paid <input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ Received by: _____ Date: _____ <input type="checkbox"/> Not Paid
Application Status: <input type="checkbox"/> Approved* <input type="checkbox"/> Disapproved	Permit #: _____      Public Works Director's Signature: _____      Date: _____

- The following standard conditions shall apply to the Banner Permit upon issuance by the Township:
- No more than one (1) Banner will be displayed at a time. The Township issues Banner Permits on a first come first serve basis.
  - Once a Banner Permit is issued, then Applicant/Permit Holder is to deliver the approved Banner to the Public Works Director five (5) calendar days prior to the Proposed Start Date noted in Part IV of this Application. Any failure by the Applicant/Permit Holder to meet this deadline may delay the installation of the Banner beyond the Proposed Start Date.
  - Hanging a Banner is the responsibility of the Easttown Township Public Works Department. The Banner shall be in compliance with all applicable Pennsylvania Department of Transportation (PennDOT) requirements and/or approvals. The Applicant/Permit Holder shall cooperate with Easttown Township to obtain such PennDOT approvals.
  - Easttown Township Public Works Department reserves the right to remove any Banner, regardless of approval, as deemed necessary, due to unsafe conditions or potential weather impacts. No refunds shall be provided, if a Banner is removed pursuant to this reservation of right by Easttown Township.
  - A Banner shall not be hung for more than twenty (20) consecutive days.
  - A Banner shall not be hung for more than fourteen (14) days prior to the Proposed Start Date noted in Part IV of this Application.
  - A Banner shall be removed within seven (7) days after the Proposed End noted in Part IV of this Application.