



PERMIT # _____

Easttown Township
566 Beaumont Road
Devon, PA 19333
Phone 610-687-3000
Fax 610-687-9666

easttown@easttown.org
www.easttown.org

BANNER PERMIT APPLICATION

PART I – INSTRUCTIONS

BEFORE COMPLETING THIS APPLICATION:

- Review Chapter 382 **Special Events** of the Township of Easttown Code, available online at www.easttown.org, for purchase, or review at the Township Building.
- Banner Permits shall only be issued for the following Special Events – Historical, Cultural, Educational, Seasonal or Civic situated within the jurisdictional boundaries of Easttown Township.
- Banners shall not be hung for more than twenty (20) consecutive days
- Banners shall not be hung for more than fourteen (14) days prior to the Proposed Start Date noted in Part II of this Application
- Banners shall be removed within seven (7) days after the Proposed End Date noted in Part II of this Application
- No more than one (1) Banner will be displayed at a time. The Township issues Banner Permits on a first come, first served basis

COMPLETING THIS APPLICATION:

- This Application **MUST** be submitted at least thirty (30) calendar days prior to the desired Display Date(s).
- The following **MUST** accompany the application:
 - ✓ Application fee
 - ✓ Two (2) sets of plans or photographs with dimensions not to exceed twenty (20) feet in length, and two (2) feet in height, and notations that the banner is made of flexible/durable material which will be securely fastened with ropes/cords and venting to prevent flapping in the wind.
 - ✓ A valid copy of Certificate of Insurance naming Easttown Township as the Certificate Holder for commercial general liability with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence.

UPON APPROVAL:

- 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 II of this Application. Failure to meet this deadline may delay the installation of the Banner beyond the Proposed Start Date.
- The Banner shall be in compliance with all applicable PennDOT requirements and/or approvals. The Applicant/Permit Holder shall cooperate with Easttown Township to obtain such PennDOT approvals.
- Hanging a Banner is the *sole responsibility* of the Easttown Township Public Works Department.
- 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.

PART II – DISPLAY INFORMATION

Location (Lancaster Avenue between Woodside Avenue and Main Avenue):

Proposed Start Date:

Proposed End Date:

TOWNSHIP USE ONLY

Application Fee: \$250

Application Status:

PAID on ____/____/____ via

APPROVED

Check # _____ Credit Card

DENIED

Date: _____

PART III – SPECIAL EVENT ORGANIZATION INFORMATION

Permit Holder Name (Person or Entity responsible for all costs):

Organization Name (if different from above):

Permit Holder Street Address (if P.O. Box, include street address also):

City, State, and Zip Code:

Phone Number:

Fax Number:

Email Address:

PART IV – CERTIFICATION

I am an Officer or Official of the Organization listed in Part III

I have the authority to make this Application on behalf of the Organization listed in Part III (complete Part V)

I acknowledge that that the information set forth in this Application, including any attached plans and specifications, is true and correct to the best of my knowledge, information and belief, and false statements made therein are subject to the penalties of 1B Penn. C.S., §4904, relating to unsworn falsification to the authorities.

Name (type or print legibly)

Official Title

Street Address

City, State, Zip

Phone Number

Email Address

Signature

Date

PART V – AGENT'S AFFIDAVIT

I, _____, verify that I am the Officer or Official listed in Part III, and have identified the Agent listed in Part IV to serve as my duly-authorized Agent for the purposes contained herein. I hereby declare that the above-made statements are true and correct to the best of my knowledge, information and belief, and false statements made within this Affidavit may subject individuals to penalties of 1B Penn. C.S., §4904, relating to unsworn falsification to the authorities.

Officer or Official

Date