



Banner Request Application

City Clerk – Administration Office
209 N. York St., Elmhurst, IL 60126

Name of Organization: _____

Contact Person & Telephone Number: _____

Address of Organization: _____

Banners are hung on Monday and are taken down the following Monday. You may request a one (1) or two (2) week period. Please specify which side of the underpass you request your banner to be hung. The City reserves the right to hang more than one banner on each or either side of the underpass. Banners are hung on a first come, first serve basis. The fee is \$35.00 per banner, per week.

Dates for the banner(s) to be hung:

Banner 1:

Monday, _____ to Monday, _____

Pick One:

Banner 2:

Monday, _____ to Monday, _____

Pick One:

Banner 3:

Monday, _____ to Monday, _____

Pick One:

Banner 4:

Monday, _____ to Monday, _____

Pick One:

Please specify the exact message and all wording on the banner. The application will not be processed without this information. *Note: The names, logos or symbols of sponsors, if any, may be listed on the banner only if such sponsors themselves are eligible organizations.

Banner 1: _____

Banner 2: _____

Banner 3: _____

Banner 4: _____

The applicant states that he/she has read this application and has made true answers to this application.

Signature

Date

Your banner must be picked up during the week of its removal from the Public Work Garage at 985 S. Riverside Dr. If a banner is not picked up within two weeks of coming down, we will assume you do not wish to keep it and it will be destroyed.

11.9-2 Civic Banners

- (a) Permits Required. No banner shall be erected or placed in a public right-of-way or over any street in the City except upon receipt of a permit therefor. All applications for said permit shall be in writing, fully describing the banner for which the permit is desired and shall be filed with the City Manager. Said permit shall be limited to charitable organizations (as defined in Chapter 23, s.501 "A", Ill. Rev. Stat. 1975), local government units, accredited educational institutions located in Elmhurst, and local civic organizations, but not including political organizations. No permit for a civic banner shall be issued unless the City Manager has given written notice to the City Council at least 72 hours prior to a regularly scheduled council meeting. At such meeting, the City Council may, in its discretion, direct the City Manager to deny the temporary civic banner permit to the applicant therefor.
- (b) Fee. If the banner to be erected or placed over a street receives approval from the City Manager, the City Clerk shall issue a permit therefor upon the payment of a fee as established in the Fee Ordinance to cover the cost of installation and removal by the City.
- (c) Time Limitation. No such temporary civic banner shall be exhibited for a period of more than fourteen (14) days.

In addition, the requirements for banners are as follows:

Construction: Banners must be constructed of One-piece heavy weight vinyl or canvas material specifically made for outside sign use. The banner must have eyelets to allow for fastening to the bridge. Eyelets should be located at the corners and every four (4) feet along the top and bottom edges. No individual letter banners are allowed.

Dimensions: Banners must be smaller than 50' wide by 4'6" high. (Please see detail below.)

