

**APPLICATION REQUEST FOR STREET BANNERS**

Organization Name and Address \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Banner Content (as it will appear on banner) \_\_\_\_\_

- Banners for display must be for civic, non-profit purposes. Date of Event: \_\_\_\_\_

- No products or services for profit (including sponsor names or logos) will be accepted.

- No political banners will be accepted.

- Banners are installed by the Department of Public Works (DPW) at the discretion of the Village Administrator depending on weather conditions and other factors. If a banner must be removed due to weather or other safety factors and there is less than 4 days remaining on permit, banner will not be re-installed. The Village is not responsible for damage done to banner(s) while displayed.

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**REQUIREMENTS**

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1. Banner applications accepted **beginning January 2, 2023** for upcoming season.
2. Determination as to locations for banner displays shall be made by the Village of Nyack.
3. Reasonable efforts will be made to accommodate all applications, however:
  - a. Decisions made by the Village as to placement of banners shall be final.
  - b. Preference for the banner locations and dates of display shall be given to applications submitted by Nyack based organizations and/or applications promoting events taking place within the Village of Nyack **provided that the application is made prior to January 31, 2023.**
4. Banner information to be submitted at least 45 days prior to requested installation date.
5. Banner(s) are to be delivered to the Department of Public Works, 63 Catherine St, Nyack, New York 10960, no more than ten (10) days in advance of installation. Banners will not be kept at DPW for longer than 7 days prior to installation. Copy of this form is your reminder.
6. Banner(s) to be picked up within seven (7) days after removal, or they will be disposed of. Banners will not be kept at DPW for longer than 7 days after their removal. Copy of this form is your reminder
7. Banner to meet the following design requirements: **All banners must be exactly 30 feet in width and 40 inches in height.**  
**EYELETS:** Banners MUST have eyelets installed across the top and bottom, at the corners, and at 2-foot intervals. *IF EYELETS ARE NOT PRESENT, BANNER WILL NOT BE INSTALLED.* **HEMMED EDGES:** Banner must have hemmed edges. *IF EDGES ARE NOT HEMMED, BANNER WILL NOT BE INSTALLED* **VENT HOLES:** Banners must have **6-inch diameter half-circle** vent holes, at least 1 for every 4 square foot of total area. *IF VENT HOLES ARE NOT PRESENT, BANNER WILL NOT BE INSTALLED.* Banners must be **TWO SIDED.** Banners must have **RE-ENFORCED CORNERS. MINIMUM 18 OZ VINYL:** Banners must be constructed using a minimum 18oz vinyl. *IF THE MINIMUM IS NOT MET, BANNER WILL NOT BE INSTALLED.*
8. Banners will be displayed for a minimum of twenty-one (21) days for each organization. Village Board approval will be required for requests of more than 21 days.
9. **No banners** will be displayed during the month of December through the end of February.
10. If the banner is to be relocated to another location there will be a reinstallation fee of \$100.00.
11. **INDEMNITY HOLD/HARMLESS AGREEMENT: I/We accept full responsibility for the above conditions and agree to make restitution for any damage to Village of Nyack property.**

**To the fullest extent permitted by law, I/We hereby agree to indemnify, release and hold harmless the Village of Nyack, its officers, employees, agents and servants from any and all loss, liability, claims, demands, actions, and causes of action**

**whatsoever arising out of or connected with any loss, damage or inquiry that may occur as a result of the referenced facility use requested herein.**

12. Commercial General Liability Insurance from the sponsoring organization in the amount of \$1,000,000.00 per occurrence, listing the Village of Nyack, 9 North Broadway, Nyack, NY 10960 as Additionally Insured. Document must also state that 10 (ten) days advance notice of cancellation be supplied.

13. **Application fee of \$325.00** is required with permit application submission. Application and fees will be refunded if request cannot be accommodated.

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**Office Use Only**

Date Application Received: \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Event Date \_\_\_\_\_ Date up \_\_\_\_\_ Date down \_\_\_\_\_ Disposition Date: \_\_\_\_\_

Banner Location(s) \_\_\_\_\_

Approved:  Denied:  Village Administrator \_\_\_\_\_