

# Township of Cranford Banner Application

*Please print clearly*

Organization Name: \_\_\_\_\_

Event being promoted: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_

Requested End Date: \_\_\_\_\_

Banner Location: \_\_\_\_\_

Insurance:  Yes  No  Policy Information: \_\_\_\_\_

## **GUIDELINES:**

1. Banners are for non-profit organizations only.
2. Application must be submitted for review at least 4 weeks in advance of your requested display to [administration@cranfordnj.org](mailto:administration@cranfordnj.org)
3. Banner size is limited to no more than six feet in length and four feet in height per the Township ordinance.
4. Artwork must be submitted with application for review and approval.
5. Banners may only be displayed for 14 days in advance of the actual date of the event.
6. Banner Size: \_\_\_\_\_ X \_\_\_\_\_
7. Drop-off banners at the Public Works Round House. Call 709-7217 x 2 prior to drop off.
8. Banners must be picked up within 1-week of removal from:  
Public Works Round House – 364 North Ave. East – 709-7217 x2

### **For Office Use Only:**

Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Approved:
Start Date:	End Date:
Location:	DPW Notified: