

**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. Certificate of insurance naming the Township of Cranford as additional insured in the amount of \$1,000,000.00
6. Banners may only be displayed for 14 days in advance of the actual date of the event.
7. Banner Size: \_\_\_\_\_ X \_\_\_\_\_
8. Drop-off banners at the Public Works Round House. Call 709-7217 x 2 prior to drop off.
9. Banners must be picked up within 1-week of removal from:  
Public Works Round House – 364 North Ave. East – 709-7217 x2
10. The Township and DPW makes every attempt to accommodate your banner request. However your permit does not guarantee time & placement. Adjustments may be necessary due to unforeseen circumstances.

**For Office Use Only:**

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