

Village of Warwick - Banner Request Form

Today's Date _____ Date's Requested _____

Location Requested: West Street _____ First Street _____ Utility Poles _____

Information about Group/Organization:

Name of Organization: _____

Mailing Address: _____

Telephone: (day) _____ (evening) _____ (cell) _____

Email: _____

Banner Dimensions:

- Banners over **West Street** must be 20 feet wide and 3 feet high. Banners must also be designed for wind loads.
- Banners by the **First Street Parking Lot** must be 6 feet wide and 3 feet high.
- Banners on **utility poles** must be 2 feet wide by 5 feet high.

Diagram and/or picture of banner showing content must accompany this permit.

Request must be submitted with required Certificate of Liability Insurance which includes:

- \$1,000,000 per occurrence / \$2,000,000 aggregate
- Certificate Holder: Village of Warwick, 77 Main Street, Warwick, NY 10990
- Description must state: "This certificate is issued in connection with the hanging of the 'Name of Banner' on 'Location Hanging Banner' from 'Dates Requested'. This certificate is issued subject to all policy terms, conditions, limitations, exclusions and language."

Banner Request Forms must be signed by a Village resident.

Banners may be hung for a **maximum** of two weeks only. ***Banners that do not meet the above specifications will not be hung; no exceptions.***

***Banner Request Form, Certificate of Insurance, and Picture of Banner must be submitted in one complete packet to the Village of Warwick in order to be presented to the Mayor for approval at least 2 weeks prior to the date's requested.**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she, on behalf of the organization does hereby covenant and agree to defend, indemnity and hold harmless the Village from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed banner hanging.

Signature of Village Resident

Address

Telephone