

BOROUGH OF TENAFLY

Banner Display Request Form

Use this form to request to display a banner on the Borough's banner poles located on Washington Street at the intersection of South Summit and the Washington Street By-Pass. Submit the completed form to the Office of the Borough Administrator at least two (2) weeks before the display date. Instructions and display policy on reverse side of this form.

Applicant [Check one]

- Borough of Tenafly department or office. Specify _____
 Chamber of Commerce
 Board of Education
 Non-profit civic or community organization

Name of Applicant _____ Title _____

Organization Name _____

Address _____

Telephone No. _____ Email _____

Start Date _____ End Date _____

Banner should be no larger than 3-feet in height and 24-feet in length (3'x24'). Banner must include tie down grommets along the top and bottom and air pockets to reduce wind stress.

Submit banner wording in box below.

Check all that apply and submit information required:

- Certificate of Insurance Attached [if applicable]
 Name and telephone number of installer [if applicable]
Name: _____ Telephone No.: _____

Applicant's Signature _____

Title _____ **Date** _____

Instructions and Display Policy

[Resolution #R08-322, Adopted September 23, 2008]

Procedure and Priority.

The use of the banner poles shall be limited to the Borough of Tenafly and the categories of users listed herein below. Requests to display banners must be submitted on a form supplied by the Borough at least two weeks before the display date. The Borough Administrator shall have the authority to approve or deny the request. Use of the banner poles will be considered in the following priority order:

1. Borough sponsored or co-sponsored events.
2. Chamber of Commerce sponsored events approved by the Borough.
3. Board of Education sponsored events.
4. Tenafly based non-profit civic or community organizations.

Policy.

- A. Banners shall be permitted for no more than two weeks prior to the date of the event. Exceptions may be granted for recurring events, such as the summer concert series, etc.
 - B. Messages containing commercial content or events sponsored by commercial or business entities are prohibited.
 - C. The requesting organization must submit a certificate of insurance naming the Borough of Tenafly as an Additional Insured with General Liability and Automobile limits of not less than \$1 million.
 - D. Banners for events sponsored by the Borough, Chamber of Commerce or Board of Education shall be installed and removed by the Department of Public Works.
 - E. Tenafly based non-profit civic or community organizations must arrange for the installation and removal of the banner at their expense.
 - F. Failure to remove the banner at the end of the approved display period shall result in the Borough removing the banner and the assessment of a monetary penalty of \$75.00.
 - G. The size and material of the banner shall not exceed the banner specifications established by the Borough.
 - H. Tenafly based non-profit civic or community organizations shall be limited to use of the banner poles no more than four (4) times per year.
 - I. Exceptions to this policy may be granted by the governing body.
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