CITY OF EASTON
PENNSYLVANIA

Public Works Department
123 South Third Street
Easton, PA 18042
(610) 250-6680
Telefax (610) 250-6789

S. 3rd Street Banner Application

Permit Number _____

Date: _____ Time: _____

Applicant Name: _____ Phone No: _____

Business/Organization _____ Phone No: _____

Business Address: _____ Fax No: _____

Banner Size: Length _____ Width _____3'_____

Banner Material: _____

Banner Manufacturer: _____

Exact Text to be included on banner:

"_____

_____

_____"

Requested Dates of installation: _____
(must be consecutive with 7 day max Monday to Monday):

By signing below I indicate that I accept the terms and conditions for banner installations as set forth by the City of Easton.

Signature of Authorized Person: _____ Date: _____

CITY OF EASTON
PENNSYLVANIA

Department of Public Works
123 South Third Street, 3rd Floor
Easton, PA 18042
Telephone (610) 250-6683
Facsimile (610) 250-6789

SOUTH 3rd STREET BANNER CABLE
PERMITTING AND INSTALLATION PROCEDURE:

- All banners will require prior approval and issuance of a permit from the parks and recreation bureau which will state the size of the banner, composition of the banner material, the fabricator of the banner, the text of the message, the dates of installation, the organization, and the contact person.
- The City will control the scheduling, installation, and content of all banners and reserves the right to refuse any banner for any reason at the sole discretion of the City.
- All banners must be 3' in width and may not exceed 20' in length. No banner will exceed 60 square feet total
- All banners will have a minimum of six (6) 4" wind holes or wind smiles installed into the banner. The wind hole requirements may be waived if the banner is constructed of approved banner mesh.
- All banners will be constructed of a minimum of 18 oz banner laminate
- All banners must have minimum 3/8" polypropylene ropes sewn into the top and bottom hems with at least 15 feet of extra rope at both ends for securing purposes
- All banners will have grommets installed at least every 2 feet along the top and bottom edges of the banner
- All banners will be pre-approved by the City based upon the information provided in the permit application and must be scheduled at least 5 days in advance but no earlier than 30 days in advance. All banners will be installed for a period of 7 days (Monday to Monday) unless extended if scheduling permits. Any scheduling conflicts will be decided by the City based on the date and time of booking and all decisions will be final.
- Banners will be installed and removed by City of Easton personnel.
- The City may remove any banner which is deemed unsafe or inappropriate in any way or violates any aspect of the banner permit
- The City will not be responsible for any storage, maintenance, damage, repair, or replacement for any banner.