

CITY OF BUTLER APPLICATION FOR OVERHEAD BANNER

****APPLICATIONS MUST BE FILED 30 DAYS PRIOR TO INSTALLATION****

PLEASE PRINT

**** Date received:** _____ **Date of Event:** _____ **Receipt #** _____ **Check #** _____

Contact Person: _____

Address: _____

Phone: _____ (FAX No.) _____

Non - Profit Organization Name _____

****Attach copy of certification of insurance to completed form.** (Minimum \$1,000,000.00 Insurance furnished by Organization).

Name of Insurance Company: _____

Policy Number: _____ Expiration Date: _____

Date of installation and removal (From) _____ (To) _____
(Banners will be installed on Tuesdays and removed on Tuesdays, limited to two week display period)

*****APPLICANT MUST DELIVER BANNER AND COPY OF APPLICATION TO ARMSTRONG BUILDING ON BENBROOK ROAD FRONT OFFICE ONE-WEEK PRIOR TO INSTALLATION DATE. (660 Benbrook Rd. Butler, PA 16001)**

Installer's Name: Armstrong Phone No. 724-482-4480
Installer's contact person: Denise Kiser/ Barry Osche Fax No. 724-482-4884

***** PLEASE ATTACH SMALL SKETCH OF BANNER, (WIDTH AND LENGTH) *****

Applications submitted without sketch will be denied.

*** Note: Banner cannot exceed 21 feet in length. ***

NOTE: All banners shall be attached to the exiting two (2) parallel cables over a State Highway and shall be adequately secured on all corners with "D" rings and throughout the length of the sign and include 10 feet of nylon rope on all four corners. All banners must be perforated. Banners will be installed back to back in the event two organizations reserve the same week.

If Application, sketch of banner, and certificate of insurance naming "The City Of Butler and Butler Township" as an additional insured are not received 30 days prior to installation your application will be denied. Payments are non- refundable. By signing application you are aware of and agree to above-mentioned terms and requirements for application.

Applicant's Signature _____ Date _____

Banner installation approval: _____ Signature _____ Date _____

***CHECKS CAN BE MADE OUT TO "THE CITY OF BUTLER" IN THE AMOUNT OF \$50.00**

BANNERS
CITY OF BUTLER
(NORTH MAIN STREET, S.R.# 8 ONLY)
REQUIREMENTS FOR APPLICATION
(Effective as of January 1, 2012)

In order to meet State, Local and all applicable codes the requirements are as follows:

- A. The message on the sign or banner relates to a national, state, regional or local function or charitable affair and not more than 20 percent of the message on the sign or banner relates to business or company that is sponsoring the event and / or banner installation.

Please enclose a small sketch of the banner

- B. Description of sign or banner to be used including the size (length and width) and the vertical clearance from the pavement to the lowest part of the sign or banner (Minimum 17 Feet- 6 inches).

****Banners cannot exceed 21 feet in length and 34 inches in height. Banners must have grommets or 'D' rings on all corners and throughout the top and bottom of the banner (about every 2 feet), with 10 feet of nylon rope attached.**

- C. **All banners must be perforated** (according to Armstrong Cable specifications) to allow for air passage. Contact **Barry Osche** or Denise Kiser at (724) 482-4480.
- D. The CITY OF BUTLER is not responsible for installation or removal of banners.
- E. Minimum \$1,000,000.00 Insurance furnished by Organization. Attach copy of certificate of insurance naming **The City of Butler and Butler Township as an additional named insured to completed form.**
- F. Banner area may accommodate (2) two banners for which (2) two organizations, (1) one banner each, will be displayed for a period of two weeks and shall be removed within 24 hours after final date. (BANNERS WILL BE DISPLAYED BACK TO BACK in the event two organizations reserve the same week)
- G. **Fee: \$50.00 For Processing. Make checks payable to "The City of Butler".**

- H. **APPLICATIONS MUST BE FILED AT LEAST 30 DAYS PRIOR TO THE BANNER BEING INSTALLED.** Banners will be considered on a first come, first serve basis, with a (1) year lead time. Applicants will also be responsible for an up to date copy of certificate of insurance before the banner is to be installed.

****NOTE: Our office does not keep previous records/applications.**

- I. **APPLICANT MUST TAKE THE BANNER AND COPY OF APPLICATION TO THE ARMSTRONG BUILDING FRONT OFFICE AT THE BENBROOK ROAD LOCATION ONE WEEK BEFORE THE BANNER IS TO BE HUNG.**

Applications may be submitted in person or by mail to:
CITY OF BUTLER GOVERNMENT OFFICES
ATTN: Heather Blair
140 West North Street, 1st Floor
BUTLER, PA 16001

(724) 285-4124 Ext. 202

FAX (724) 285-6880