

CITY OF LOCK HAVEN
BANNER REQUEST FORM

RETURN TO CITY MANAGER'S OFFICE
 20 EAST CHURCH STREET, LOCK HAVEN PA 17745

COMPLETE THIS PORTION	APPLICANT'S ORGANIZATION: _____ DATES REQUESTED: _____ LEGEND: _____ SIZE: MAX HEIGHT 36" NORMAL WIDTH 30' _____ EVENT: _____ CONTACT PERSON: _____ SIGNATURE/DATE: _____ PHONE/FAX: _____ EMAIL: _____
"OFFICE USE ONLY"	COUNCIL APPROVAL/RESOLUTION NO. _____ PADOT APPLICATION FILED: _____ PADOT APPROVAL: _____ AUTHORIZATION TO INSTALL BY: _____ DATE: _____

The following are requirements for banners:

- *The height of the banner must not be greater than 36 inches
- *Grommets must be placed in all 4 corners and the corner areas reinforced
- *Grommets must be placed along the top edge of the banner so it can be secured to the cable
 Preferably, this top edge is also reinforced

Other items you must include when you drop off your banner to be hung are:

- *A minimum of 50 feet of "75 pound" cord
- *A minimum of 25 plastic "zip" wire ties