



Banner Hanging Reservation Form

Event Name

Event Details

Banner Hanging Dates

From:

To:

Banners are typically installed on Monday mornings. Your Banner Hanging Request Date above should start on a Monday and run through a Sunday, two weeks later (total time installed is 14 days).

First Name

Last Name

Email Address

Phone Number

Event Date & Time

Organization Responsible for Event

Event Location

Banner Guidelines

Please review the below guidelines before submitting your reservation.

1) Banners must be between 25' & 40' in length and between 3' & 3.5' in height.

Please provide your banner size:

2) Allowances for wind resistance should be made by having openings in the banners.

3) In accordance with the Michigan Department of Transportation guidelines, only non-commercial banners may be installed.

4) You must provide a sketch or picture of your banner to the City, who will submit it to the Michigan Department of Transportation for approval.

5) Banners must be dropped off at City Hall no later than the Wednesday before installment.

6) All banners must be picked up within 2 weeks of banner removal. A storage fee of \$10.00 per week will be charged thereafter.

Payment must be made prior to banner(s) being installed. We accept cash, check, Visa, MasterCard & Discover. Check (e-check) & Credit Cards can be made payable at City Hall or online at www.villageofclarkston.org

Payment will be made by:

- Online Credit Card or e-check
- Cash or Check

Signature of Responsible Party