

77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
www.villageofwarwick.org



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mayor@villageofwarwick.org  
clerk@villageofwarwick.org

## VILLAGE OF WARWICK

INCORPORATED 1867

### Village of Warwick - Banner Request Form

Today's Date \_\_\_\_\_ Date's Requested \_\_\_\_\_

Location Requested: West Street \_\_\_\_\_ First Street \_\_\_\_\_ Village Parks \_\_\_\_\_ Utility Poles \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

#### **Banner Dimensions and Specifications:**

- **All West Street, First Street and Park banners must include** wind slits, grommets, and 'D' rings with stitched webbing around the ring. Please see examples.
- Banners over **West Street** must be 20 feet wide and 3 feet high.
- Banners by the **First Street Parking Lot** must be 6 feet wide and 3 feet high.
- Banners at **Village Parks** are allowed only if your event is happening at the park. They must be no larger than 16 feet wide and 3 feet high.
- Banners on **Utility Poles** must be 2 feet wide by 5 feet high.

Diagram and/or picture of banner showing content must accompany this permit.

Request must be submitted with required Certificate of Liability Insurance which includes:

- \$1,000,000 per occurrence / \$2,000,000 aggregate
- Certificate Holder: Village of Warwick, 77 Main Street, Warwick, NY 10990
- Description must state: "This certificate is issued in connection with the hanging of the 'Name of Banner' on 'Location Hanging Banner' from 'Dates Requested'. This certificate is issued subject to all policy terms, conditions, limitations, exclusions and language."

Banner Request Forms must be signed by a Village resident.

Banners may be hung for a **maximum** of two weeks only.

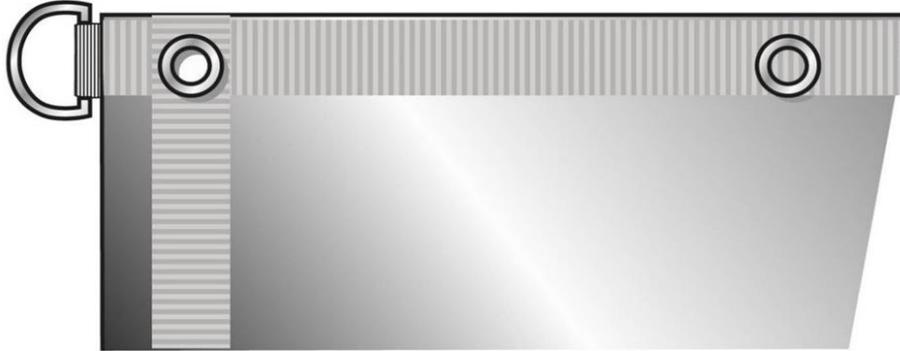
***\*Banners that do not meet the above specifications will not be hung; no exceptions.***

**\*Banner Request Form, Certificate of Insurance, and Picture of Banner must be submitted in one complete packet to the Village of Warwick in order to be presented to the Mayor for approval at least 2 weeks prior to the date's requested.**

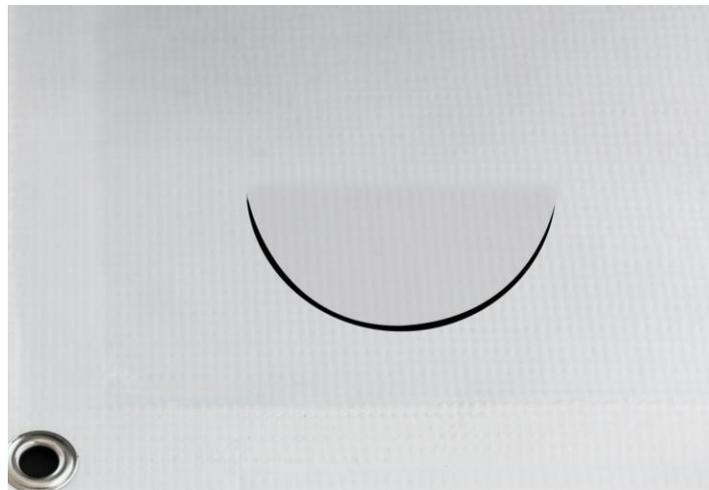
**\*Banners must be pickup at Village Hall within two weeks of scheduled removal or will be subject to disposal.**

**\*West Street, First Street and Park banners must include:**

**Webbing on Top & Bottom/D-Ring on Each Corner/Grommets**



**Wind Slits**



***\*Banners that do not meet the above specifications will not be hung; no exceptions.***

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she, on behalf of the organization does hereby covenant and agree to defend, indemnity and hold harmless the Village from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed banner hanging.

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Printed Name of Village of Resident

Signature

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Address

Telephone