

VILLAGE OF EAST AURORA
571 Main Street, East Aurora, New York 14052
Telephone: 716-652-6000, EXT 221
Fax: 716-652-1290

APPLICATION FOR BANNER PERMIT

Applications must be filed at least 30 days in advance
(As per NYS guidelines, only Not for Profit organizations may apply)

Filing Date _____
Approved _____ 20 _____ Filing Fee \$ 25.00 Rec # _____
Disapproved _____ 20 _____ Permit Fee \$150.00 Rec # _____

1. ORGANIZATION: _____
Responsible Party _____
Address _____
Telephone _____ Fax: _____
E-mail _____
2. LOCATION: East Side of Railroad Bridge _____
West Side of Railroad Bridge _____
3. DATES: Set Up Date _____
Take Down Date _____
NOT TO EXCEED 14 DAYS (Monday to Monday)
4. Attach drawing of letter and pictorial matter for banner;
Required banner size is 3 feet x 20 feet (see page 2)
5. Attach Insurance Certificate: Public liability coverage
with limits of \$100,000/300,000; property damage
insurance with limits of \$50,000/100,000. Policy shall be
endorsed to include Village of East Aurora as an
additional named insured.

The undersigned Applicant hereby applies for a permit for
the banner described above at the location described above.

APPLICANT SIGNATURE: _____

All banners must be of the same size and configuration. See below specifications:

1. 3 feet by 20 feet (no smaller or bigger)
2. Printed on one side only
3. Three (3) minimum 5/8" inside diameter grommets on top of the banner. Fabric reinforced at each grommet. On each corner and one center
4. Two (2) minimum 5/8" inside diameter grommets on bottom of banner. Fabric reinforced at each grommet in each corner.
5. Banner Material has to be a minimum of #13 canvas vinyl with reinforced edges and grommets.

(DRAWING NOT TO SCALE – REFERENCE ONLY)

All grommets placed 1 5/16" from edge of banner to center of grommet.

