



**City of Plainfield
Office of the City Clerk
515 Watchung Avenue
Plainfield, NJ 07060
908-753-3222**

\$10.00 Fee Per Location

Installation Fee \$75.00 Signal Division Budget (4.38 – 101/104)

Paid: _____

BANNER PERMIT APPLICATION

Chapter 13, Article 6, Section 13:6-1 of the Municipal Code of the City of Plainfield, New Jersey 1971. Applicant must submit a request not less than 1 month prior to the date of banner installation.

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____ ZIP: _____

PHONE #: _____ (HOME) _____ (CELL)

NAME OF ORGANIZATION: _____

ORGANIZATION'S ADDRESS: _____ ZIP: _____

CONTACT PERSON FOR ORGANIZATION: _____

CONTACT PERSON'S ADDRESS: _____ ZIP: _____

PHONE #: _____ (HOME) _____ (CELL)

DATES BANNER(S) DISPLAYED: _____

LOCATION(S) TO BE DISPLAYED: _____

DESCRIPTION OF THE EVENT: _____

I hereby declare that the information given in this application is true and correct to the best of my knowledge.

APPLICANT SIGNATURE

DATE

This application must be accompanied by a non-refundable application fee of **\$10.00** per location. See attached policy regarding construction of banners.

Banners will be delivered to the Bureau of Signal Systems, Fire Division, located at Central Avenue and West Fourth Street.

Applicant is responsible for picking-up banner(s) within 10 days after banner has been removed. Thereafter the City, nor, the Fire Division, is responsible for said banner(s).

OBJECTIVE:

To establish criteria to obtain a banner permit, to hang banner(s) across a street at designated locations, from the City of Plainfield.

RESPONSIBLE AGENCY:

Legislative Branch/City Clerk/Fire Division/Public Works

SERVICE/POLICY:

Locations to display special street banner(s) are usually limited to only two designated locations within the City of Plainfield:

Primary location:	Across Park Avenue and East Sixth Street
Secondary location:	Across Watchung Avenue and East Front Street

A third location is available at Park Avenue and Sixth Street (this location is seasonal not available during summer months) when there are inflexible scheduling conflicts with other banner applicants and dates. Proper standards for attaching these street banners are available at each of these locations. The Signal System, Fire Division will install and remove each banner.

The requests received to hang banner(s) are usually granted under the following conditions and arrangements:

1. Schedule time is available.
2. Two weeks lead time notice and application is provided.
3. Generally the banner(s) will be displayed for a period of two (2) weeks, however, this may be extended an additional two (2) weeks if there are not any scheduling conflicts.
4. For the banner to be properly installed it must be constructed as follows:
 - a. Large thumb snaps and attachment rings are required to attach the banner on the support cable. These points of attachment shall be spaced 24 inches apart on both the top and bottom of the banner and also on all four corners.
 - b. The banner must be between 40 inches and 46 inches wide.
 - c. The banner must be between 18 feet and 25 feet long.
 - d. The banner will be at least fourteen feet in the clear over the entire streets.
 - e. The banner background material must be constructed out of open mesh net to prevent excessive wind loading. Wind grooves, wind slits and half moon slots are unacceptable.
5. The banner(s) must be put in place no earlier than _____, and be removed no later than _____.
6. The Police Division of the City of Plainfield must be furnished with the name and telephone number of the employee of the Bureau of Signal System (on-call) who will be available in the event of an emergency as the result of the banner(s) erected and displayed.

INSURANCE REQUIREMENT:

Certificate for the necessary liability insurance in the principal sum of \$1,000,000.00 naming the City of Plainfield as an additional insured must be delivered to the City Clerk prior to the scheduled day(s) of event. Strict adherence to is requirement is mandatory.

Approved Denied

Approved Denied

Recreation Superintendent Signature Date: _____

Business Administrator Date: _____

Approved Denied

Municipal Clerk Signature Date: _____