STREET LIGHT BANNER APPLICATION

PLEASE SUBMIT APPLICATION TO THE CITY CLERK’S OFFICE 45 DAYS PRIOR TO EVENT DATE
REFER TO BANNER SPECIFICATIONS FOR ADDITIONAL INFORMATION

APPLICANT NAME: ____________________________ APPLICANT PHONE: ____________________________
APPLICANT EMAIL: __________________________________________________________________________

SPONSORING ORGANIZATION:
NAME: ______________________________________________________________________________________
ADDRESS: ____________________________________________________________________________________
PHONE: ____________________________ EMAIL: ______________________________________________________________________________________
EVENT/COMMEMORATION: ________________________________________________________________
EVENT DATES: ________________________________________________________________________________
NUMBER OF BANNERS: ________________________________________________________________________
LOCATION OF BANNERS: ○ West Main Street (6th to Illinois) ○ East Main Street (Illinois to Oak)
   ○ Charles/Scheel Street (East Main to Metro Station)

OTHER AREA (PLEASE DESCRIBE): _______________________________________________________________________

PROVIDE MAP DENOTING WHICH STREET LIGHT POLES ARE REQUESTED FOR DISPLAY

PRINTED MESSAGE ON BANNER: ______________________________________________________________________

INCLUDE COPY OF ARTWORK WITH APPLICATION

REQUEST PLACEMENT DATE: (no more than 2 weeks prior to event date) __________________________
REQUEST REMOVAL DATE: _______________________________________________________________________

By accepting this application, the applicant shall be bound by all rules, regulations and applicable ordinances
as set forth in the Banner Application.

Signature of Applicant: ____________________________ Date: ____________________________

DISPLAY CONTENT: The City of Belleville reserves the right to, not display any banner if in its opinion the content is
inappropriate or offensive to anyone or group. Only banners commemorating anniversaries or significant events of
public institutions or like organizations shall be considered.

THE CITY OF BELLEVILLE ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE TO SAID BANNER DURING
INSTALLATION, DISPLAYING OR REMOVAL PROCESS.

FOR OFFICE USE ONLY
Date Received: ___/___/___ Approved by Council: ___/___/___
Installation Date: ___/___/___ Removal Date: ___/___/___

Revised: 02/13/18 JRM