



847-931-6770 specialevents@cityofelgin.org cityofelgin.org/specialeventspermit 150 Dexter Court, Elgin, IL, 60120 

STREET BANNER PERMIT APPLICATION

If you would like to reserve dates for a banner advertising your event on Chicago Street or Highland Avenue, please fill out this banner application. The banner will be hung over the street by our public works department.

WHAT YOU SHOULD KNOW

- ▶ Application must be received by the Special Events Office two weeks prior to the installation date requested. Submission of an application does not guarantee approval.
- ▶ This application can be emailed to specialevents@cityofelgin.org or sent to: City Hall, Attn: Special Events, 150 Dexter Court, Elgin, IL 60120.
- ▶ The date(s), location(s), staff, and equipment are available on a first-come-first-served basis.
- ▶ The fee for installation and removal of a banner is \$270 for the first banner and \$135 for one additional banner.
- ▶ Banners may be hung for a maximum of 14 days (please make sure your installation and removal dates are in compliance to this policy).
- ▶ Banner must be marketing an event for a charity or local organization.
- ▶ Banner(s) must be supplied to PublicWorks (1900 Holmes Rd) by the event organization 2 days prior to installation.
- ▶ Banner(s) must meet the specifications:
 - ▶ Banners should be single line, link letter style banners (sewn, not stapled).
 - ▶ Banners must be accompanied by a minimum 65ft. rope.
 - ▶ Banner length can not exceed 50 ft.
- ▶ For Banner Removal:
 - ▶ Banner(s) must be picked up at Public Works (1900 Holmes Rd) within 14 days after the removal date.
 - ▶ Banner(s) remaining after that time period will be disposed of.
 - ▶ The City is not responsible for the loss or damage to individual banners.

CONTACT PERSON

This will be our city staff's contact person during the application process. This is where all correspondence will be sent during this permit process.

FULL NAME

EMAIL ADDRESS

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

BANNER INFORMATION

DATE(S) OF EVENT, TIME OF EVENT

INSTALLATION DATE // REMOVAL DATE

LOCATION OF BANNER(S):

- Across Chicago Street
- Across Highland Avenue

BANNER DESCRIPTION/CONTENT

APPLICANT SIGNATURE

Please sign below stating that all of the above referenced City ordinances and policies have been read, agreed to, and will be followed by the event sponsor in accordance with the proposed special event. Please sign below to confirm that you have included the non-refundable application fee with this application. Please note that additional fees may be incurred for City services.

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)