

Village of Hinsdale - Banner Reservation Form

Organization Making Request*: _____

Contact Information Name*: _____

Complete Address*: _____

Daytime Phone*: _____ FAX Number: _____

E-mail address*: _____

Please indicate in a box above your preferred method of being contacted with approval.*

Choose from the following banner options*:

Horizontal Banner

Displayed at Burlington Park

Displayed on Private Property

Size: 6' (L) x 3' (H)

Maximum length of display – 2 weeks

Must have grommets or d-rings for installation

Vertical Banner

Displayed on Village Street Lights

Size: 2' (W) x 4' (H)

Maximum length of display – 3 weeks

Must have sleeves to accommodate bracket arms

A representation of the banner must accompany this reservation form.

Discard banner(s) upon removal or I will pick up banner(s) after display period

Name of Event*: _____

Date of Event*: _____ Requested Display Period*: _____

*Required information

Office Use Only

Date: _____ Approved by: _____

Banner Rec'd: _____ Banner Disposition: _____

Important Notes for Applicants: This completed form must be received in the Village Manager's office no later than two weeks prior to the beginning of the requested display period. Due to limited space, banners are displayed on a first-come, first-served basis, according to Village policy. You will receive confirmation of approval. Upon receipt of notification of approval, banners may then be delivered to the Village Hall; the Village will arrange installation for the approved display period. **Banners not designated for disposal, must be picked up within one week of the display period. The Village of Hinsdale will not be held liable for banners that may be lost or damaged before, during or after designated display period.**

Village of Hinsdale
Village Manager's Office, 19 East Chicago Avenue, Hinsdale, IL 60521
Phone: (630) 789-7011 Fax: (630) 789-7015