Village of Hinsdale  Poster/Banner Reservation Form

Organization Making Request: ______________________________________________

Contact Name: __________________________________________________________

Complete Address: _______________________________________________________

Daytime Phone: _______________________  FAX Number: ____________________

E-mail address: __________________________________________________________

Choose from the following display options:

- **Poster** (2 week display)
  - Displayed at Burlington Park
  - Garfield or Washington corners
  - Size: 3’ (W) x 4’ (H)

- **Vertical Banner** (3 week display)
  - Displayed on Village Street Lights
  - Size: 2’ (W) x 4’ (H)

*Complete production specifications for posters or banners are found in the policy on the Village website. **This form must be completed in its entirety.** An accurate graphic representation of the banner or poster must accompany this reservation form to be considered for approval. Please deliver approved poster or banner at least 48 hours before installation date. Banners or posters will be disposed of one week after removal, unless other arrangements have been made.

Name of Event: _______________________________ Date of Event: _____________

Requested Display Period: _______________ to _______________

**Office Use Only**

Reservation Rec’d: ________________________ Approved: ________________________
Poster/Banner Rec’d: ________________________ Installed: ________________________
Poster/Banner Disposition: ________________________________________________

**Important Notes for Applicants:** This completed form, including graphic representation, must be received in the Village Clerk’s office no later than three 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. The Village of Hinsdale makes every effort to timely accommodate the requested installation of posters or banners, but cannot be held responsible for unforeseen circumstances which prohibit installation, or the removal or loss or destruction of posters or banners. Please visit for Village website for the complete Poster/Banner policy.

Village Clerk’s Office, 19 East Chicago Avenue, Hinsdale, IL 60521
Phone: (630) 789-7011  Fax: (630) 789-7015 email: clerk@villageofhinsdale.org
www.villageofhinsdale.org