



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:

- | | |
|---|--|
| <input type="checkbox"/> Poster* (2 week display)
Displayed at Burlington Park
Garfield or Washington corners
Size: 3' (W) x 4' (H) | <input type="checkbox"/> 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