



VILLAGE OF  
**PINCKNEY**

220 S Howell Street, Pinckney MI 48169  
Phone: 734-878-6206

## MAIN STREET BANNER APPLICATION

Application must be made not less than 60 days prior to the anticipated installation date. We recommend that you **DO NOT** purchase the banner until the approval process is complete.

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

- The intent of the banner must be the announcement of a community event for nonprofit/charitable groups including civic groups, such as Chamber of Commerce, service clubs, churches, and similar groups.

Date of Installation: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

- The permit will be valid for banner to be up a maximum of 14 days. Banner approval may be reduced to 7 days based on number of requests for the requested dates. Village of Pinckney events and activities will be given priority over all other requests.

Attach banner diagram, proof or mock-up

- Banner Specification:
  - Banner must be made of non-combustible, opaque material. get specification on material
  - Banner will be 26-feet long by 30-inches high, with a minimum of 22 and a maximum of 28 wind flaps, 7" to 8" in diameter. They **MUST HAVE WIND FLAPS**. Create detail
  - Banner must be two sided.
  - Grommets will be secured in the top and bottom of a fortified border every two feet apart (14 grommets per top and bottom border, 28 total) with 5/16" spring snap hooks attached to grommets. Ends of banner will be secured using 3/8" nylon rope. (this will go in detail)
  - Banner maker may not advertise on banner.
  - Banners that do not meet the specifications will not be approved.
- All banner designs must be approved by the Village Council and actual banner and hardware must be approved by Qualified Village Agent prior to install.
- Banner must not contain private sponsorship information or commercial logos. If the non-profit event is being held at a commercial establishment, the banner may give the physical address (i.e. 500 Main) but not the name of the commercial establishment.

Installation Company: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

- All banners will be hung by a sub-contractor arranged and paid for by applicant. Company installing banner must provide an emergency number to Village of Pinckney in case of banner failure.
- Traffic control to install and remove banner must be coordinated with the Village of Pinckney Police Department.

**Indemnification Statement**

To the fullest extent permitted by law, the \_\_\_\_\_ (Name of applicant/organization) agrees to defend, pay on behalf of, indemnify, and hold harmless the Village of Pinckney, its elected and appointed officials, employees, volunteers, and others working on behalf of the village of Pinckney against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village by reason of personal injury, including bodily injury or death and/or property damage including loss of use thereof which arises out of, or is in any way connected or associated with this event. \_\_\_\_\_ (Name of applicant/organization) agrees to be held liable for the conduct of the event and each of its participants.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D** Commercial General Liability (CGL) Certificate of Insurance from the sponsoring organization must be provided with the application. The certificate requirements are as follows:

- CGL limits equal or greater than \$1,000,000 per Occurrence;
- Listing the Village of Pinckney, 220 S. Howell St., Pinckney, MI 48169 as Additionally Insured, including all elected and appointed officials, employees, volunteers, boards, commissions and all authorities and their boards, employees and volunteers;
- Listing the Village of Pinckney, 220 S. Howell St., Pinckney, MI 48169 as Certificate Holders;
- Must state that 10 days advanced notice be given of cancellation.

**Approvals:**

**D** Permit approved

**D** Permit Denied Reason for denial: \_\_\_\_\_

Date of Council Action: \_\_\_\_\_

Signature of Village Clerk: \_\_\_\_\_ Date: \_\_\_\_\_