

BANNER PERMIT APPLICATION
BOROUGH OF STROUDSBURG
700 SARAH STREET, STROUDSBURG, PA 18360
Phone 570-421-5444, Fax 570-421-2690
WWW.STROUDSBURGBORO.COM

Organization/Business: _____ Phone: _____

Mailing Address: _____

Applicant: _____ Phone: _____

Requested dates to hang banner: _____

Banner location: **JACOB STROUD CORP / SHERMAN THEATER location on Main St between Fifth & Sixth Sts**
****Approval must be granted by Jacob Stroud Corp first and proof must be submitted to our office with this application****

Banner Specifics: Maximum size 20' X 3' Clearance above street: Minimum requirement 17'6"

What will banner say? _____

OVER-STREET BANNER POLICY

Eligible applicants are considered any group, organization, business, or agency that has a special event relating to a national, state, regional or local function or charitable affair, of civic or cultural interest, which occurs periodically or on a one-time basis, and shall be classified by one of the three following categories:

- a. Non-profit: governments, churches, charitable organizations, & agencies without motive of profit.
- b. Borough Business: A business that has an existing physical location within Stroudsburg Borough.
- c. Non-Borough Business: A business not physically existing within the limits of the Borough.

Banner Design/Installation: For a **non-profit** organization, no more than **25%** of 1 side of the banner may be used for displaying the name of a commercial enterprise that supplied the banner and/or are assisting with sponsorship of the event. When a **for-profit** organization is sponsoring an event, the event advertisement must occupy at least **66%** of the banner's advertisement. Banners must be hung with ties on top and bottom of the banner, and it must have wind slots.

Duration of Banner: For a **non-profit** organization a banner may be erected **3 weeks** prior to the date of the event, and it must be removed with **7 days** of the completion of the event. Under no circumstances may the banner be up longer than **30 days**. A **for-profit** organization may display a banner for a period of **2 weeks** prior to the date of the event, and it must be removed within **4 days** of the completion of the event. Under no circumstances may the banner be up longer than **21 days**.

Removal, Maintenance, and Return of Banner – Applicants must immediately remove a banner in the event the banner falls, tears, becomes unsightly, does not comply with this policy, or upon order of Borough Council. Any applicant removing the banner of another applicant is responsible for returning that banner to the owner.

Liability: The applicant is liable for any damages or injuries to his/her employees, members, agents, or property, and is also responsible in any event of damage or injury to a third party relating to the banner. **A certificate of insurance naming the Borough of Stroudsburg as ADDITIONAL INSURED must be submitted with this application showing coverage for the dates of the permit.**

Applicable Banner Fees:		Payment
<input type="checkbox"/> Non-profit organization	\$ 25.00	Amount Paid: _____
<input type="checkbox"/> For-profit organization (located within Borough)	\$ 50.00	Check #: _____
<input type="checkbox"/> For-profit organization (not located within Borough)	\$100.00	Date: _____

By signing this application you agree to abide by all requirements listed above AND to fully indemnify, save harmless and, if requested, defend the Borough of Stroudsburg, its departments and officers, agents and employees from and against claims, suits or actions for injury, death or property damage arising from or because of the acts or omissions of the sponsor, its officers, agents or employees.

Signature of Applicant: _____ Date: _____

Signature of Borough Manager: _____

*****The hanging and removal of the banner is the responsibility of the applicant. Please remember to have your banner removed by the end of the time stated so that the next applicant has access to the banner location. Thank you.*****