

Town of Clinton
STREET BANNER REQUEST FORM

I. INFORMATION:

This form is to facilitate the authorization, communication, cooperation, and logistical coordination between the governing body of the Town of Clinton, our residents and the business community with those persons or organizations wishing to display any type of temporary banner or advertisement signage within the Town of Clinton.

For any type of banner to be displayed within the Town permission must be granted by the Mayor and Council. This application must be submitted in its entirety to the Town Clerk and be put on the Council’s Agenda for a regularly scheduled Council Meeting. The Mayor and Council meet at 7:30pm the 2nd and 4th Tuesday of each month at the Municipal Building 43 Leigh Street. No two (2) major events will be scheduled on the same day nor on back-to-back weekends. The Mayor and Council will consider each request on an individual basis and reserve the right to deny permission for activities, which may be deemed inconsistent with the character of the Town or may be disruptive or dangerous to the public safety of the Town.

II. NOTIFICATION:

Name of the event banner is intended to promote: _____

Location of the event (municipality): _____

Date(s) of event: _____

Description of event: _____

Sponsoring Organization: _____

Address: _____

Contact Person Phone Number: _____

Responsible Contact Individual: _____

Address: _____

24-Hour Contact Phone Number: _____

RESTRICTIONS: Banners and all other temporary signs require authorization.
Banners are only permitted across East Main Street at Leigh Street
and must be removed within one (1) week of the event.

Sign/Banner wordage: _____

Duration of Display: From _____ To _____

Banner Fee: \$50.00 payable to the "Clinton Fire Department".

Fee Waived: Yes _____ No _____

Contact: Clinton Fire Chief 908-735-8613

You must contact the Fire Department at least two (2) weeks in advance to put the banner up or take it down.

Certification of Application:

As the applicant for this Banner Display I request permission from the Mayor and Council to erect this banner as described in this application. I certify to the Mayor and Council that this application is true and correct in its entirety and that all required notifications and conditions of this permit will be satisfied.

Applicant Signature

Date

Approval of the Mayor and Council: Approved _____ Denied _____

Mayor and Council Comments/Conditions: _____

Mayor or Council Member

Date

Chapter 122. STREETS AND SIDEWALKS

Article III. Signs in or over the Public Right-of-Way

§ 122-42. Banners over public roads.

- A. The Mayor and Council may permit banner signs to be placed over the west end of East Main Street, subject to the following conditions:
- 1) Any organization wishing to erect a banner shall complete an application and file it with the Town Clerk at least 30 days prior to the date on which the sign will be erected.
 - 2) The size of the banner sign shall not be greater than 24 feet long and four feet high and shall have a square footage no larger than 96 square feet. Banners may be double-sided. For double-sided banners, only one face of the banner shall be counted in determining square footage.
 - 3) The banner may contain only the following information:
 - a) The name of the organization.
 - b) The name of the event.
 - c) The date of the event.
 - 4) The banner sign shall only be installed by the Town of Clinton Fire Company, which may charge a reasonable fee for installing the banner.
 - 5) Permission to locate a banner sign shall only be granted to charitable organizations located within the Town of Clinton or whose purpose is to serve the residents of the Town of Clinton.

CLINTON FIRE DEPARTMENT

ORGANIZED MARCH 1892
INCORPORATED AUGUST 1938
P.O. BOX 5062
CLINTON, NEW JERSEY 08809
908-735-8613
FAX 908-735-9677

The Clinton Fire Department asks that the following guidelines be followed when requesting the fire department to hang a banner on East Main Street. The Clinton Fire Department is all **VOLUNTEER** and these guidelines have been written to make hanging banners easier.

1. The Clinton Fire Department will only hang banners approved by the Town of Clinton Council.
2. Due to wear and tear on equipment and personnel, we request a donation of \$50.00 for each banner.
3. Banners should be dropped off at the Town of Clinton Municipal building at least one week in advance of the date they are to be hung.
4. All Banners should be 45 feet to the end of the ropes. **The Clinton Fire Department will not supply rope or other hardware to hang banners.**
5. The Clinton Fire Department will return all banners to the Town of Clinton Municipal building after removing them from East Main Street.
6. The Clinton Fire Department is not responsible for any damage to banners that occur while they are hanging.
7. The Clinton Fire Department will hang banners as close to the approved date as possible, however weather and fire calls may cause delays.
8. The Town of Clinton will forward the approval and donation to the Clinton Fire Department. The Town of Clinton will also contact the Chief of the Clinton Fire Department when a banner is ready to be hung. This will eliminate unnecessary communications and has worked very well to date.

Thank you