



BOROUGH OF HOPEWELL

88 East Broad Street
Hopewell, NJ 08525
Tel: 609-466-2636 Fax: 609-466-8511
www.hopewellboro-nj.us

REQUEST FOR THE HANGING OR DISPLAY OF STREET BANNERS

****PLEASE NOTE: Effective 1/1/2017, we have discontinued the practice of hanging over-the-road street banners****

This form may be used to promote Borough, Borough-sponsored, civic, educational, charitable and religious events and programs, in, by or for the Hopewell Borough community

Date of Request: _____

Name of Organization: _____

Contact Information:

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Date of Event: _____

Banner Up Date: _____

Banner Removed Date: _____

Banner Location: _____ Borough Hall grounds (48" x 72" in-frame)
_____ Borough Hall grounds (full size or any size except 48" x 72")
_____ Louellen at Well House (48" x 72" in-frame)

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- All requests are handled on a first-come, first-served basis, with preference for in-town events and programs. The following events shall be accommodated for a minimum of one week display in advance of the event and shall not be affected by a prior reservation: League of Women Voters for election days (Primary, General, Special), Hopewell Harvest Fair, Memorial Day Parade.
 - The Borough will attempt to honor and accommodate all approved requests. However, because safety is paramount, we will not hang banners during extreme weather or in windy conditions. Regardless of reservation or approved request, the Borough reserves the right to remove any banner for any reason if it is in the best interest of public safety or the safety of its employees. It should be anticipated that banners will be taken down in advance if there is a forecast for high winds. The decision of the Director of Public Works or his/her designee regarding the removal of any banner shall be final.
 - The Borough may approve a banner request during winter months and also may refuse to hang banners in extreme cold weather. Please note: cold weather and wind will cause banners to become stiff and brittle. The Borough is not responsible for the condition of any banner upon return to its owner.
 - Banners and a copy of an approved request form shall be delivered to the Department of Public Works, 11 Burton Avenue, between the hours of 7am to 3:30pm, M-F at least 3 business days prior to approved hanging schedule. Banners shall be retrieved at the Department no later than one week after the date of event.



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Recommended Banner Specifications

All banners shall be of heavy duty vinyl construct. Street-side banners desired to be hung in frames at Borough Hall or at Well House shall be sized 48” x 72” and shall be single-sided only. Specifications for street-side banners are available at www.hopewellboro-nj.us under “Department of Public Works.”

Questions

Questions regarding banner specifications and installation schedules may be directed to Alan Fiel, Assistant Director of Public Works (tel: 609-466-0168/ email: alan.fiel@hopewellboro-nj.us)

Submission of Form

Completed applications may be emailed to: michele.hovan@hopewellboro-nj.us, faxed to 609-466-8511 or delivered to Hopewell Borough Hall, 88 East Broad Street, Hopewell, NJ 08525

Municipal Use Only

APPROVED: _____

DENIED: _____

Comments or conditions, if any:

Forwarded for scheduling:

Date

Borough Administrator