Year:

CITY OF ERIE
DEPARTMENT OF PUBLIC WORKS, PROPERTY & PARKS
BANNER PERMIT

FOR INTERNAL USE ONLY

FEE: $395.00 DATE OF APPLICATION: _____

EVENT: _____

APPROX. DATE UP: _____ APPROX. DATE DOWN: _____

BANNERS THEME: _____

SPEC ATTN ☐ _____

EVENT FEE:

☐	$395.00	BANNER ACROSS STATE STREET
☐	$	ADDITIONAL and/or ADJUSTED FEE(S) IF APPLICABLE
☐	$50.00	POLE BANNER(S) ($50.00 per banner)

BEFORE HANGING: Y N All fees must be paid. Y N Banner insurance must be on file.
Y N Banner theme approval _____

ORGANIZATION: _____

CONTACT PERSON: _____ PHONE #: _____

ADDRESS: _____

The City of Erie **DOES REQUIRE** that organizations or individuals requesting the use of City-owned property provide the City with a **PUBLIC LIABILITY INSURANCE POLICY** naming the **CITY OF ERIE** as **ADDITIONAL INSURED**

The policy **must** carry a **minimum of liability** of at **least $500,000** combined single limit for bodily injury and property damage. The permit accompanied by the certificate of insurance **must be received at least thirty (30) days prior to the event.**

BANNERS: It is understood that the City of Erie is not responsible for damage the banner may incur.

**** Maximum Banner length 45' / Minimum length 20' / Height 3'****

REMARKS: _____

_____

_____

_____

APPLICANT'S SIGNATURE _____ DATE _____

OFFICE OF THE MAYOR _____ EVENT COORDINATOR _____

_____ DIRECTOR OF PUBLIC WORKS,PROPERTY & PARKS _____

MAYOR

PUBLIC WORKS (2)

PARKS

STREETS (2)

PUBLIC BUILDINGS

POLICE

FIRE

TRAFFIC ENGINEER

EMERGY-CARE

EMTA

PARKING AUTHORITY

RETURN COMPLETE APPLICATION, INSURANCE CERTIFICATE AND CHECK TO:
CITY OF ERIE
DEPARTMENT OF PUBLIC WORKS, PROPERTY & PARKS
626 STATE STREET, ROOM 507
ERIE PA 16501