



Box 100 | 7400 Prospect Street
 Pemberton BC V0N 2L0
 P: 604.894.6135 | F: 604.894.6136
 Email: admin@pemberton.ca

GATEWAY BANNER APPLICATION

Name of Community Organization (if applicable): _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Content of Banner (please include event description and date):

Dates Requested - Limited to two weeks in advance and for the duration of the event (Monday to Sunday). Bookings are taken on a first come, first serve basis and will not be confirmed until the refundable deposit has been received.	Installation Date(s):	Take Down Date(s):
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All banners should meet the following specifications:

- Banner must be made of a sturdy material and weatherproof (ie: heavy fabric, rubber, canvas)
- Banner must be a min. of 183 cm x 91 cm (6 ft. x 3 ft.) and a max. of 366 cm x 91 cm (12 ft. x 3 ft.)
- Banner should have grommets placed along top at 30 cm (1 ft.) intervals and along bottom at 60 cm (2 ft.) intervals
- Banner should have wind slits of 7-10 cm (3 in. - 4 in.) in diameter per .09 meter² (1 ft.²) of banner
- Banner should be readable from at least 6 meters (20 ft.) away.
- Banner should include “who” “what” “where” “when” and “why”

Instructions:

- Please ensure you review and understand the banner specifications before producing the banner. Please contact the Village Office if you have any questions.
- Please deliver the banner to the Village of Pemberton Office (7400 Prospect Street) by 3PM the Friday before the banner is to be installed. **Banners will be installed and taken down only on Mondays by the Village of Pemberton Works Department.**
- The Village of Pemberton is not responsible for any damages incurred to the banner due to inclement weather. Banners left not picked up more than two weeks after take-down may be destroyed.

I have read and agree to the conditions as established in the Community Event Resource Policy.	Signature:	Date:
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Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Gateway Banner Application. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).



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<i>For Office Use Only</i>	
Applicant Info: <input type="checkbox"/> The application has been approved <input type="checkbox"/> The dates requested are not available Alternative dates: <input type="checkbox"/> The application has not been approved Reason:	Staff Initial: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
INSTALLATION DATE (S):	TAKE-DOWN DATE (S):
Office Use: <input type="checkbox"/> Deposit Received Date: _____ <input type="checkbox"/> Method of Payment: _____ <input type="checkbox"/> Scheduled Public Works Install <input type="checkbox"/> Deposit Returned Date: _____	