



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

ROUNABOUT SIGN APPLICATION

Name of Community Organization (if applicable): _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

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

Dates Requested - Limited to one week (Monday to Monday). 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 signs should meet the following specifications:

- Sign must be printed on coroplast or plywood with waterproof print or paint application.
- Sign size must be 122 cm x 244 cm (4 ft. x 8 ft.).
- Sign should be readable from at least 6 meters (20 ft.) away.
- Sign should include “who” “what” “where” “when” and “why”

Instructions:

- Please ensure you review and understand the sign specifications before producing the sign. Please contact the Village Office if you have any questions.
- Please deliver the sign 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 sign.
- The sign may be picked up by the organization at the Village of Pemberton office, the first business day after the take-down date. Any sign left at the Village Office for longer than two weeks past the take-down date 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: _____	