

REQUEST FOR BANNER

ORGANIZATION: _____

CONTACT NAME: _____ DATE: _____

ADDRESS: _____

E-MAIL: _____ PHONE: _____

PURPOSE: _____

EXACT WORDING OF BANNER: _____

DATES OF DISPLAY: _____ UNTIL _____

FEE: \$225 TO BE PAID AT TIME OF APPLICATION

A first request for any banner must have City Commission approval, in advance of the event date.

NOTE: If you have any questions regarding the attached drawing, and you wish to make arrangements to deliver your banner, contact the DPS Office, 1600 N Campbell, Royal Oak. (248) 246-3300.

ALL BANNERS NOT PICKED UP WITHIN TWO WEEKS AFTER THE SCHEDULED EVENT WILL BE DISPOSED OF BY THE DEPARTMENT OF PUBLIC SERVICE. FEES ARE NON-REFUNDABLE.

Banner Location Selection (\$225 fee at each location):

Main Street at 11 Mile Road (1 week only – Monday thru Monday)

Main Street at Fifth Street (1 week only – Monday thru Monday)

Application and fee can be submitted or dropped off at:

City Clerk's Office
211 Williams Street
Royal Oak MI 48067
(248) 246-3050

Office Use Only

Fee Paid \$ _____ Receipt # _____ Date: _____ Clerk: _____