



## TOWN OF HUNTINGTON HIGHWAY OFFICE

30 Rofay Dr., Huntington, NY 11743  
Tele. 631-499-0444 Fax 631-499-3512

Andre Sorrentino  
Superintendent of Highways

### BANNER PERMIT INSTRUCTIONS

**ALL REQUIRED FORMS MUST BE SUBMITTED 3 WEEKS PRIOR TO BANNER HANGING**

- **Banners will only be hung for a MAXIMUM OF 3 WEEKS and must remain in one location for the entire length of the permit**
- **MAXIMUM NUMBER OF BANNERS per request is three (3)**
- **Banners are hung on Mondays only (weather permitting and unless there are unforeseen circumstances which would prevent our crew from doing so). **BANNER(S) MUST ARRIVE in our office prior to 3pm on the Friday PRECEDING the INSTALLATION DATE.****
- **Removed Banners MUST BE PICKED UP before 3pm on the Friday following the date the banner was removed. We cannot assume responsibility for any banner(s) not picked up after that date.**
- **Thoroughly read these Banner Permit Instructions and date, sign & return to our office along with the Banner Permit Application, Agreement & Certificate of Insurance:**
- **Prepare the Banner Request Form**
- **Sign the Banner Agreement Form in front of a notary**
- **Provide a certificate of insurance for the Town of Huntington showing General Liability and Property Damage Insurance that is no less than \$1,000,000 (1 Million) per occurrence and \$2,000,000 (2 Million) general aggregate. The certificate must:**
  - a. **Name the Town of Huntington Highway Department as Additional Insured by endorsement**
  - b. **Provide for the Town of Huntington Highway Department as Certificate Holder**
  - c. **Provide that the Certificate Holder be notified 30 days prior to cancellation, nonrenewal or material change of action**
  - d. **Specifically reference the banner location(s) and dates of hanging**
  - e. **The Additional Insured and Certificate Holder's Address should be: Town of Huntington Highway Department, 30 Rofay Drive, Huntington, NY 11743**

### **BANNER PREPARATION – ALL BANNERS MUST:**

- **Be made of Non-electrical Material: Mesh Banners withstand windy conditions the best; vinyl banners MUST have wind flaps**
- **Weigh LESS THAN 25 pounds**
- **Be 24 feet OR LESS in length**
- **In new/excellent condition**

- **Solid banners must have wind ports.** Wording on banners MAY NOT refer to any type of corporate sponsorship. Information on the banner should be **limited to name of event, date of event and name of non-profit organization benefiting from the event.**
- **Include four 50' sections (200ft) of ¼" TWISTED NYLON AND POLYESTER ROPE per banner**
- **ROPE WORKING LOAD LIMIT SHOULD BE AT LEAST 124 LBS**
- **Include 1 Roll of ¾" wide ELECTRICAL TAPE for each banner**
- Banner needs to be brought to the Elwood Highway Office **PRE-STRUNG in individual boxes or wrappings** labeled with:
  1. Name of Event Sponsor
  2. What is stated on the banner
  3. Your name and phone number
  4. Desired Banner Location
- **Every Banner must be wrapped individually, with all roping tucked in, and the electrical tape must accompany the banner by attaching a labeled zip lock bag to the banner packaging.**
- The banner must be **CHECKED FOR ACCURACY PRIOR TO** drop-off at the Highway Office. **We will no longer apply patches for erroneous information.**

***We regret that we will no longer be able to hang banners that do not arrive PRE-STRUNG with 50' of roping attached at each of the four corners of the banner and/or without meeting ALL of the requirements noted above.***

Please read, sign, date and return the statement (below) to our office when submitting the Banner Permit Application:

*By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures for the Town of Huntington Highway Department's Banner Permit as noted in these Banner Permit Instructions.*

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**Banner Permit Organizer's Signature**

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**Date**



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**BANNER REQUEST FORM**

**THE ATTACHED FORMS MUST BE SUBMITTED TO THE HIGHWAY OFFICE  
AT LEAST 3 WEEKS PRIOR TO EVENT.**

*Maximum time for hanging banner is 3 weeks.  
Maximum number of banners per group is 3*

ORGANIZATION NAME: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

NAME OF EVENT BANNER IS ANNOUNCING: \_\_\_\_\_

DATES TO HANG BANNER: START: \_\_\_\_\_ TAKE DOWN: \_\_\_\_\_

LOCATION(S):

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ORGANIZATION CONTACT INFORMATION:

NAME: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
**Andre Sorrentino, Superintendent of Highways**

Please send this form to the address above, along with the completed Agreement Form and Certificate of Insurance.

**IMPORTANT – The Agreement form requires one authorized, notarized signature from the group, and you are required to provide Insurance.**



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**BANNER AGREEMENT**

The Town of Huntington is granting its consent to:

Hereinafter referred to as the "Organization" to conduct its activities on the streets and highways of the Town and the "Organization" requesting said consent hereby agrees that the "Organization" shall indemnify and hold harmless the Town of Huntington, its agents, volunteers, and employees in the event that any claims of personal injury or property damage is made arising out of the activity being conducted by the "Organization."

It is further agreed to and understood that the Town of Huntington is in no way involved with the "Organization" herein, nor the activity in question, other than to have consented to permit the "Organization" named herein to specified use of the locations outlined in the permit for a limited period of time. \_\_\_\_\_

**Initial Above**

**Organizations Name: X** \_\_\_\_\_

**MUST BE SIGNED BY ORGANIZER, IN THE PRESENCE OF NOTARY PUBLIC AND RETURNED IN ORDER TO RECEIVE A PERMIT.**

AGREED TO AND UNDERSTOOD BY: **X** \_\_\_\_\_  
SIGNATURE

**X** \_\_\_\_\_  
PRINT NAME

DATE: **X** \_\_\_\_\_

The undersigned represents the group of organization requesting this permit above described and understands that they are bound by the terms of the Agreement.

State of New York

\_\_\_\_\_ ss

County of Suffolk

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public