



## 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 INSTRUCTIONS & AGREEMENT FORM

#### ALL REQUIRED FORMS MUST BE COMPLETED 3 WEEKS PRIOR TO BANNER HANGING

- **Banners hung for a maximum of three (3) weeks**
- **Maximum number of banners per request is three (3).**
- **Prepare the Banner Request Form.**
- **Sign this 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 as additional named insured by endorsement
  - b) Provide for the Town of Huntington 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) **Certificate Holders Address should be: Town of Huntington, 30 Rofay Dr., Huntington, NY 11743.**
- **For banners hung on NY State roads** obtain additional permission from:

New York State Department of Transportation  
State Office Building  
250 Veterans Highway  
Hauppauge, NY 11788  
Phone: (631) 952-6087
- **For banners hung on Suffolk County roads** obtain additional permission from:

Suffolk County Department of Public Works  
335 Yaphank Avenue  
Yaphank, NY 11980  
Phone: (631) 852-4100  
Fax: (631) 852-4150  
E-mail: [Public.Works@suffolkcountyny.gov](mailto:Public.Works@suffolkcountyny.gov)

#### BANNER PREPARATION - ALL BANNERS MUST BE:

- Made of Non-electrical Material
- Maximum weight of 25 pounds
- In new/excellent condition
- Include 200ft of 3/4" TWISTED NYLON AND POLYESTER ROPE.
- ROPE WORKING LOAD LIMIT SHOULD BE AT LEAST 124LBS.
- 1 Roll of 3/4" wide ELECTRICAL TAPE
- Banner needs to be brought to the Elwood Highway Office pre-strung in individual boxes labeled with:
  1. Name of Event Sponsor
  2. What is stated on the banner
  3. Your name and phone number
  4. Desired Banner Location

Link letter banners should be no larger than two lines. Solid Banners must have wind ports (rope must be thick). 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, place of event and name of non-profit organization benefiting from the event. The banner must be checked for accuracy prior to drop-off at the Highway Office.

**Banner Pick-Up:**

After your event, you will have two weeks from the date of event to pick-up your banner(s). Banners can be picked up at the Elwood Office weekdays before 3:30pm. Thereafter we are not responsible for storage, and we will dispose of same.

**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

**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

PRINT NAME

DATE: \_\_\_\_\_

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



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**BANNER REQUEST FORM**

***THIS FORM MUST BE SUBMITTED TO THE HIGHWAY OFFICE AT LEAST 45 DAYS IN ADVANCE OF YOUR EVENT. ALL REQUIRED FORMS MUST BY COMPLETED 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.***