Village of Hammondsport
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Application for Use of Hanging Banner

(At Lake and Main Street)

Event Name: _____

Sponsor Group Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Banner Display from Date(s): _____ to _____

Date(s) of Event: _____

Description of Event: _____

_____

Requirements:

1. The Village of Hammondsport is responsible for hanging all banners
2. Banner will be hung a minimum of 16 feet above the road surface
3. *Certificate of Insurance*
4. The Banner material must be approved by the Village DPW Supervisor

Signed: _____ Date: _____

Required documents must be filed with the Office of Village Clerk within one week prior to hanging banner, or permission can be revoked.

Official Use Only

Date Application Received: _____ Clerk Signature: _____

Date: _____ Approved: _____ Denied _____

NO BANNERS TO BE HUNG IN THE WINTER (NOVEMBER 1 – MARCH 31)

Policy: Hanging Banner Application
Adopted Date: May 13, 2025

Purpose: The intent of this article is to promote the orderly and timely management and maintenance of properties in the village in order to protect the public health, safety, and general welfare of the residents and preserve property values in the Village of Hammondsport.

Procedure:

I. Upon receipt of application for hanging a banner

A. Village Clerk and DPW Supervisor reviews application to ensure it meets the requirements

1. Displayed for the occasion of a Special Event
   a. Village of Hammondsport events take priority
   b. Other than Village of Hammondsport events are allowed
   c. No banners for advertising a business
   d. Banners displayed no longer than 2 weeks
   e. Banners cannot be hung between November 1st – March 31st

2. Village DPW is responsible for hanging the banner
   a. Banner must hang a minimum of 16 feet above road surface
   b. Size of banner (20' X 30" inches) and material used must be approved by Village DPW Supervisor

II. Upon approval of request

A. Village Clerk notifies applicant of approved request
   1. Certificate of Insurance must be received 10 days prior to hanging the banner
   2. Banner must be dropped off at the Village Clerk's Office within one week prior to the hanging of banner