

PERMIT  
# \_\_\_\_\_

The BOROUGH of MENDHAM  
APPLICATION FOR PLACEMENT OF BANNER  
ACROSS ROUTE 24 (MAIN STREET)

Send completed application  
with attachments to  
[rkline@mendhamnj.org](mailto:rkline@mendhamnj.org)

Pursuant to [Chapter 215, § 215-8](#) of the Code of the Borough of Mendham and adopted Banner Policy

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization Name: \_\_\_\_\_

Check All that Apply:  Non-profit organization  Organization endorsed by Mendham Borough

Event: \_\_\_\_\_

Check One:  Tier I Event  Tier II Event  Tier III Event  Tier IV Event  Tier V Event

Date(s) Requested: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**THE FOLLOWING THREE ITEMS MUST BE SUBMITTED WITH APPLICATION: [Incomplete Applications will not be processed]**

- Letter of approval from the Morris County Board of Commissioners.  
NOTE: Email page 2 to the Clerk of the Board of Commissioners [llynch@co.morris.nj.us](mailto:llynch@co.morris.nj.us) to obtain county approval.
- Certificate of Insurance naming the Borough of Mendham as an additional insured. The required Insurance Liability coverage is: a.) Bodily Injury Liability in the amount of \$2,000,000 per person, per occurrence; b.) Property Damage Liability in the amount of \$1,000,000 per occurrence, \$1,000,000 annual aggregate
- Full complete graphic of the banner to be displayed. (see Banner Specifications provided below.)

**BANNER PRIORITIES**

- TIER I: Pastime Club Circus, Harvest Hustle/8<sup>th</sup> Grade Fair, MBA Holly Trail, Library House Tour, Labor DayTour, Labor Day Parade/Carnival, Garden Club Plant Sale, Rotary Antique Show, Fire Department Christmas Tree Burn, School Function
- TIER II: Other Mendham Borough Civic Organizations
- TIER III: Mendham Borough Educational Organizations
- TIER IV: Other Mendham Borough organizations that are primarily for the benefit of residents and/or businesses of Mendham Borough.
- TIER V: Other non-profit organizations based on availability and approval of the Governing Body of the Borough of Mendham in accordance with the Banner Policy.

**BANNER SPECIFICATIONS**

- A. Banners will be limited in size from 2.5 ft. height by 8-16 ft. width.
- B. Material must be of heavy canvas, oil cloth or other weather-proof material. Paper banners will not be accepted.
- C. Design of banners should be in keeping with the historic nature of the town.
- D. Primary text logos, sponsor names and graphics on banners are discouraged and may only be included at the discretion and approval of the Governing Body.
- E. No neon, metallic, reflective or light emitting material may be used.
- F. No external or internal lighting of banners will be permitted.
- G. Banners will be flat without any raised surfaces.
- H. Wind holes should be constructed into the banner.
- I. Two lengths of good grade, minimum 3/8" nylon diameter rope, 75 ft. in length shall be securely sewn into both the top and bottom of the banner, or metal eyelets shall be incorporated into the banner, one at each corner and one at the center top of the banner. The inside diameter of eyelet to be 1/2 inch. Two lengths of 3/8" nylon diameter rope 75 ft. in length to be provided. Clothes line is not acceptable.

**IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO MAINTAIN THE BANNER IN GOOD CONDITION.**

OFFICE USE ONLY

Date Completed Application Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Approved by the Mendham Borough Council: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Permit Issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

By: \_\_\_\_\_

Robin R. Kline, MAS, RMC, CMR  
Borough Clerk

**APPLICATION FOR THE USE OF COUNTY FACILITIES**

1. Please specify location of space requested: \_\_\_\_\_  
\_\_\_\_\_
2. Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
3. Name of Adult Sponsor (who personally accepts the responsibility for enforcing the regulations of the County of Morris):  
\_\_\_\_\_
4. Purpose for which the facilities are to be used: \_\_\_\_\_  
\_\_\_\_\_
5. Date of Use: \_\_\_\_\_
6. Time of Use: From: \_\_\_\_\_ To: \_\_\_\_\_
7. Number of Persons Expected to Attend: \_\_\_\_\_
8. Amount of admission, fee or donation to be charge, if any: \_\_\_\_\_
9. Please specify the disposition of the proceeds, if any: \_\_\_\_\_  
\_\_\_\_\_
10. Special requests or comments: \_\_\_\_\_  
\_\_\_\_\_

I affirm the above facts are true to the best of my knowledge.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

This form must be completed and returned to the Office of the Morris County Administrator.