

**Borough of Mendham  
Morris County, New Jersey**

**REQUEST FOR PLACEMENT OF BANNER ACROSS ROUTE 24**

In accordance with Ordinance #8-12, Banners are permitted in the Borough of Mendham subject to the Borough Policy herein established and attached to this application.

**Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**Date Requested:** \_\_\_\_\_

**BANNER SPECIFICATIONS:**

- A. Banners will be limited in size from 2.5 ft.-3ft. in height to 8ft.-16 ft. in width.
- B. Material will be of heavy canvas, oil cloth or other weather-proof material. No paper Banners will be accepted.
- C. Design of banners should be in keeping with the historic nature of the town.
- D. Logos, sponsor names and graphics on banners are discouraged. They may only be included for at the discretion of the Borough Council.
- E. No neon, metallic, reflective or light emitting material will be used.
- F. No external 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. Rope: Two lengths of good grade, minimum 3/8" 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 for a total of five. Inside diameter of eyelet to be 1/2 inch. Two lengths of 3/8" diameter rope 75 ft. in length to be provided. Clothes line is not acceptable.

It will be the responsibility of the organization to keep the banner in good condition. The following items are required for approval and are the responsibility of the applicant.

\_\_\_\_\_ **Mendham Borough Council Approval**

- Certificate of Insurance naming Mendham Borough as an additional insured.
  - Public Bodily Injury Liability for \$2,000,000 per person/per occurrence
  - Property Damage Liability for \$1,000,000 per occurrence, \$1,000,000 annual aggregate.
- Banner Graphics

\_\_\_\_\_ **Morris County Freeholders Approval**

- Contact: Susan Allard, Clerk of the Board  
Morris County Board of Chosen Freeholders  
County Administration Building  
P.O. Box 900  
Morristown, New Jersey 07963-0900

Date: \_\_\_\_\_

\_\_\_\_\_  
Margot G. Kaye, RMC  
Borough Clerk