



PENNANT AND BANNER HANGING RESERVATION FORM

This form must be submitted at time of reservation, a copy should accompany pennant(s)/banner(s) at time of drop-off. Reservations are not guaranteed until this form, proof of payment and proof of approved insurance are received and approved by Community & Library Services Department.

Fee Schedule for Pennant and Banner Installation and Removal (Updated July 1, 2023)

- Pennants: \$75 Each
- Banners: \$266 Each

This Reservation Is For: Pennants Banners Both

Event Title: _____

Event Date & Time: _____

Event Location: _____

Event Organizer/Sponsor: _____

Primary Contact Name: _____

Primary Contact Telephone & Email: _____

Desired Location(s): _____

Desired Installation/Removal Date(s): _____

Fee Calculation

Number of Pennants _____ x \$75.00 = _____

Number of Banners _____ x \$266.00 = _____

TOTAL DUE = _____

Signature of Primary Contact _____ Date _____