



The Village of Watkins Glen
303 North Franklin Street
Watkins Glen, NY 14891
Phone: (607)-535-2736
Fax: (607)-535-7621
TTY: (800) 662-1220

Street Banner Application

Requesting Organization: _____

Street Address: _____

City/State/Zip: _____

Contact Person: _____ Phone #: _____

Signature of Contact Person: _____

Event or Subject of Banner: _____

Date of Event: _____ # of Banners: _____

Banner Duration Dates Requested - Installation: _____ Removal: _____

Location(s) Requested: 1). _____ 2). _____

There is a \$200 fee for each occasion.

Banners must be dropped off one week in advance at the Village Office.

Banners must be picked up within one (1) week of removal date.

Office Hours: Monday – Friday between 8:00am and 4:30pm.

Sketch of Banner:

(NO COMMERCIAL ADVERTISING ALLOWED)

Dimensions of Banner: _____ (4' x 20' Maximum)



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For Office Use Only

Faxed to NYS DOT: _____ Fee Received: _____

Promotional Banners in the Village of Watkins Glen

The Village of Watkins Glen will hang promotional banners at 2 designated areas in the Village of Watkins Glen. These sites have been selected because they are accessible to crossing the street and minimize the effect of the strong winds from the lake. An attached map indicates these locations. In order to maximize the use of banners the following conditions have been established.

1. Applications are available at the Village office. They must be completed and filed with the office at least 2 weeks prior to the installation of the banner.
2. The applicant must provide their own banner. The banner can be no larger than 4' by 20' and of durable materials. In accordance with standards set by the State Department of Transportation there can be no advertising on the banner.
3. If the Village has concerns about the quality it will notify the applicant prior to installing it.
4. There must be a contact available during office hours to answer any questions that may arise concerning the banner.
5. Banners cannot be requested for longer than a (2) week period per event. Banner locations will be given on a first come/first served basis, with a maximum of two banner locations per event.
6. Banners must be dropped off one week prior to event and picked up within one week from removal of event or banner will be disposed of by the Village.
7. There is a \$200.00 fee that must be filed with the application.
8. The Village will do its best to accommodate any special requests.