



# Kenilworth Park District

419 Richmond Road  
Kenilworth, IL 60043

Telephone: 847.251.1666 Fax: 847.251.3908

## CIVIC EVENT BANNER SIGNAGE APPLICATION AND REGULATIONS

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

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

Type of Event: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Content of Banner: \_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Date to be received: \_\_\_\_\_

Date to be installed: \_\_\_\_\_

Date to be removed: \_\_\_\_\_

All civic event banner signs will be installed in North Park at the northwest corner of Green Bay Road and Kenilworth Avenue. No more than one (1) sign will be placed at the approved location at any time. Authorized community groups are allowed to place one (1) sign at the approved location for a two (2) week duration for two (2) weeks per month. Civic event banner signs for placement at the approved location are considered on a first come, first served basis. Should scheduling conflicts occur, the final selection will be made at the discretion of the Park District Secretary/Village Manager.

All signs must be delivered to the Village Hall, 419 Richmond Road, by 4:30 p.m. on the Friday prior to installation. Signs will be installed on Monday morning and remain posted no more than 2 weeks.

**All signs must be picked up by the community group at the Village Hall, 419 Richmond Road, within seven (7) days after completion of event. Storage of signs will not be provided. If signs have not been picked-up within fourteen (14) days after the completion of an event, they will be discarded.**

I have read and agree to the terms as indicated on this form

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Office Use Only:** Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Park District Secretary/Village Manager/Representative

\_\_\_\_\_  
Date

### **Civic Event Banner Sign Location**

Civic event banner signs by authorized community groups may only be placed in the Park District sign holder located at North Park (northwest corner of Green Bay Road and Kenilworth Avenue). The Park District Secretary/Village Manager may approve community group signs for a period of up to two (2) weeks. Approval by the Park District is required to use the sign holder for a period of more than two (2) weeks.

### **Authorized Community Groups**

Authorized community groups shall be defined as those groups which meet all of the following criteria:

- **Non-profit;**
- **Based in the Village of Kenilworth; and**
- **Activity/event must benefit and be of interest to Kenilworth residents.**

### **Activity/Event Signs**

All promotional banner signage must meet the following criteria:

- Maximum size allowed is 24 square feet.
- Banner cannot exceed 10 feet in length.
- Banner can be displayed for up to 14 days prior to an event
- Banner cannot be secured to trees
- Banner cannot be illuminated

Construction material **must be** a flexible banner type sign with metal grommets on each end to be used to attach to Park District sign holder.

**\* Please note that if signs are not constructed according to these dimensions and the materials designated they will not be accepted and cannot be posted.**