



## Banner Request Application

This form must be completed and returned to the City Manager's Office no earlier than 2 months in advance of the requested event date. This event must be for non-profit and open to the public. An ACORD Certificate of Liability Insurance Form 25-S and a copy of an endorsement including the City of Miamisburg as an additional insured must be submitted along with this request form. *Liability insurance must be at least \$1 million.* You will then be notified if your request has been approved or denied. Requests made 7 days or less prior to the event date will be denied. Return to: 10 N. First, Miamisburg, OH 45342 or by e-mail [kim.combs@cityofmiamisburg.com](mailto:kim.combs@cityofmiamisburg.com).

### Requester's Information:

Name of Sponsoring Organization:

Contact Name:

Phone Number:

Address:

### Event Information:

What is the Event:

Date of Event:

What weeks would you like the banner to hang:

Location Preference:

Diagram of the proposed banner (including proposed text)

*(The name of the sponsoring organization must be printed on the bottom of the banner and legible by motorists.) (Use separate sheet if necessary.)*

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(For City use only below)

Date Received by CMO: \_\_\_\_\_

Insurance Form Received: Yes \_\_\_\_\_ No \_\_\_\_\_

Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_