

CITY OF LAKEWAY

105 Cross Creek, Lakeway, Texas 78734
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PARKS AND RECREATION

Email: parks@lakeway-tx.gov

APPLICATION FOR BANNER PERMIT

NAME OF EVENT OR BUSINESS:		MEASUREMENTS OF BANNER (IN FEET):	NUMBER OF BANNERS
PURPOSE OF BANNER:			
DATE TO BE ERECTED (START DATE):	DATE TO BE REMOVED (END DATE):	DATE(S) OF ACTUAL EVENT:	
THIS IS A: <input type="checkbox"/> NON-PROFIT EVENT HELD AT A CITY FACILITY		WHICH FACILITY?	
<input type="checkbox"/> CITY OF LAKEWAY EVENT			
NAME OF APPLICANT:	TELEPHONE:	FAX:	
EMAIL ADDRESS:	MAILING ADDRESS:		
PREFERRED METHOD OF LOCATION NOTIFICATION (PLEASE CHOOSE ONE):			
<input type="checkbox"/> FAX <input type="checkbox"/> EMAIL <input type="checkbox"/> USPS MAIL			

BANNER PERMIT CONDITIONS:

- Limit to two (2) banners
- The banners cannot be larger than twenty four square feet (3 ft x 8 ft or 36" x 96")
- Multiple permits must be submitted for multiple start/end dates of the same event.
- The banners must be installed and removed by the applicant. The applicant will need to provide bungee cords.
- Applications must be submitted a minimum of ten (10) working days prior to the start date and may not be submitted earlier than six (6) months prior to the start date.
- The banners may be displayed for 10 days. Banners that are not removed in accordance with the permit may be removed by the City OR the next permit holder and delivered to City Hall.
- The City of Lakeway is not responsible for lost, stolen, or damaged banners.

By signing below, I agree to the above banner permit conditions and any provisions set by the City of Lakeway.

Signature

Name (Printed)

Date

FOR CITY OF LAKEWAY USE ONLY

DATE RECEIVED:	REVIEWED BY:	DATE ASSIGNED:	DATE APPLICANT NOTIFIED:	MODE APPLICANT NOTIFIED:
LOCATION(S) ASSIGNED (THIS IS NON-NEGOTIABLE):				