



Ken Paid

Selectmen's Office

29 West Avenue, Essex, CT 06426
Phone: 860-767-4340, Fax: 860-767-8509
www.essexct.gov

BANNER REQUEST FORM

Complete form and submit to the Selectmen's Office for processing according to the following rules:

1. Banner Requests are processed on a **first-come, first-serve basis**. Please include a check of **\$198.00** made out to **Town of Essex**.
2. Banner Requests will only be accepted within the **6 month** period prior to installation date.
3. Banners hangings are limited to no more than **3 week periods**, and only one banner per organization in a **3 month period**.
4. To check for availability and initiating the approval process, call **860 767-4340, Ext. 145**.
5. Installation and removal of Banners will be made on **Mondays** only.
6. Installation and removal of banners are handled by **Ken Bombaci, whose office is located behind Bartlett Tree Experts, 45 Plains Road, Essex, CT 06426**. Phone: **860 767-8501**.

Date submitted:		
	Organization:	Contact Person:
Name:		
Address:		
Phone number:		
Description of Event and Banner:		
Banner Design:		
Installation date (Monday only):		Removal date (Monday only):
Selectman Approval:		
Date Approved:	Approved beginning date:	Approved removal date:
Special instructions:		
After arrangements are made through this office, please deliver and pick-up your banner behind Bartlett Tree Experts, 45 Plains Road, Essex, CT 06426 .		