



HUNTINGTON
WEST VIRGINIA
Office of the Mayor

**BANNER PLACEMENT
 APPLICATION**

Huntington City Hall
800 Fifth Avenue
P.O. Box 1659
Huntington, WV 25717

INFORMATION ON BANNER: _____

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____ ZIP: _____

PHONE: (Home) _____ (Business) _____ (Cell) _____

EMAIL ADDRESS: _____

DATE BANNER IS TO BE PUT UP: _____

*Note banners should be hung on Mondays

DATE BANNER IS TO BE TAKEN DOWN: _____

*Note banners should be removed on Mondays

WHO IS TO HANG BANNER? _____

WHO IS TO REMOVE BANNER? _____

OTHER FORMS REQUIRED:

CERTIFICATE OF INSURANCE INCLUDED? Yes No

*Certificate of liability insurance must show the City of Huntington as an additional insured.

HOLD HARMLESS AGREEMENT INCLUDED? Yes No

*The Hold Harmless Agreement must be signed, with two witnesses, and notarized. Blank forms are available from the Mayor's Office.

All completed forms can be faxed to 304.696.4493), hand delivered or mailed to the Mayor's Office, Room 8 of City Hall, 800 Fifth Avenue. If mailing, use address at bottom of page and mark **ATTENTION: Mayor's Office.**