



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca

ROUNABOUT SIGN APPLICATION

Name of Community Organization (if applicable): _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Content of Sign (please include event description and date):

Dates Requested - Limited to one week (Monday to Monday). Bookings are taken on a first come, first serve basis and will not be confirmed until the refundable deposit has been received.	Installation Date(s):	Take Down Date(s):
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All signs should meet the following specifications:

- Sign must be printed on coroplast with waterproof print or paint application.
- Sign size must be 122 cm x 244 cm (4 ft. x 8 ft.).
- Sign should be readable from at least 6 meters (20 ft.) away.
- Sign should include “who” “what” “where” “when” and “why”

Instructions:

- Please ensure you review and understand the sign specifications before producing the sign. Please contact the Village Office if you have any questions.
- Please deliver the sign to the Village of Pemberton Office (7400 Prospect Street) by 3PM the Friday before the banner is to be installed. **Banners will be installed and taken down only on Mondays by the Village of Pemberton Works Department.**
- The Village of Pemberton is not responsible for any damages incurred to the sign.
- The sign may be picked up by the organization at the Village of Pemberton office, the first business day after the take-down date. Any sign left at the Village Office for longer than two weeks past the take-down date may be destroyed.

I have read and agree to the conditions as established in the Community Event Resource Policy.	Signature:	Date:
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Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of Roundabout Sign Application. Questions about the collection of your personal information may be referred to Corporate & Legislative Services (coprporate@pemberton.ca or 604-894-6135).



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<i>For Office Use Only</i>	
Applicant Info: <input type="checkbox"/> The application has been approved <input type="checkbox"/> The dates requested are not available Alternative dates: <input type="checkbox"/> The application has not been approved Reason:	Staff Initial:
INSTALLATION DATE (S):	TAKE-DOWN DATE (S):