



## Special Event Signage Permit Application

Public entities hosting events on public property within the Village and marketed to and open to the public have the option to, at their own expense, advertise on the village sign locations listed below. Signs must be 6' by 3' long with no grommets on at least 18 gauge vinyl material. Signs will be installed and removed by Village employees at no charge to the applicant during normal business hours. Non-Village entities may request a **maximum of six banners** to be installed at any given time. Banners are approved on a first-come, first-served basis giving first preference to Village-sponsored events. Signs may be posted for a maximum of two weeks prior to the event.

This form must be submitted to the Marketing Department at the Village Hall at least 30 days prior to the event. Once approved, applicant will be notified via email. This approval email should be attached to the banners to be installed. **Applicant is responsible for dropping off banners at the public works garage at 7980 W. 183<sup>rd</sup> Street at least one week prior to installation and picked up within one week of the event date.** Contact the Special Events Coordinator at (708) 444-5044 with questions.

Name of Organization Requesting Sign: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Number of Signs Requested: \_\_\_\_\_ Wording on Signs: \_\_\_\_\_

Below are the locations of the Village sign frames. If approved, yours signs will be randomly assigned locations.

- Tinley Park Post Office - Northwest Corner of 171st Street and Harlem Avenue
- RM Post Property - 7800 West 159th Street
- Tinley Park Fire Station #4 - Southside of 191st Street and East of 80th Avenue
- 80th Avenue Train Station - 80th Avenue and 181st Street
- Hanover Place – Harlem Avenue
- 171st Street and 94th Avenue
- 167th Street- Meadow
- 183rd Street- Hamada
- 80th Avenue and 171st St
- 167th Street-Fairfax Court

### For office use only:

Number of Signs Approved: \_\_\_\_\_

Earliest date to be installed: \_\_\_\_\_ Date to be removed: \_\_\_\_\_

Approved by: \_\_\_\_\_