



# Royal Oak

Life Now Playing

## REQUEST FOR BANNER

ORGANIZATION \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

PURPOSE \_\_\_\_\_

EXACT WORDING OF BANNER \_\_\_\_\_

\_\_\_\_\_

DATES OF DISPLAY \_\_\_\_\_ UNTIL \_\_\_\_\_

\*Banner requests are for 1 week only - Monday thru Monday\*

FEE: \$225 TO BE PAID AT TIME OF APPLICATION

A first request for any banner must have City Commission approval, in advance of the event date.

NOTE: If you have any questions regarding the attached drawing, and you wish to make arrangements to deliver your banner, contact the DPS Office, 1600 N Campbell, Royal Oak. (248) 246-3300.

**ALL BANNERS NOT PICKED UP WITHIN TWO WEEKS AFTER THE SCHEDULED EVENT WILL BE DISPOSED OF BY THE DEPARTMENT OF PUBLIC SERVICE. FEES ARE NON-REFUNDABLE.**

Banner Location Selection (\$225 fee at each location):

- Main Street at 11 Mile Road
- Main Street at Fifth Street
- Check here if you'd like this event posted on the City's website. Information must be provided to the following email address: [info@romi.gov](mailto:info@romi.gov)

Application and fee can be mailed or brought to:

City of Royal Oak  
City Clerk's Office  
203 S Troy Street  
Royal Oak MI 48067  
(248) 246-3050

Fee Paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Cash \_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_ Clerk: \_\_\_\_\_