



Borough of Phoenixville
 351 Bridge Street
 Phoenixville, PA 19460
 Phone (610) 933-8801
www.phoenixville.org

Flags #	_____
Pennants #	_____
Total:	_____

Flag/Pennants Application

Installation dates will not be reserved until the application is completed in its entirety including supporting documentation and the fees remitted at least 30 days in advance of the desired installation date.

Applicant Information:

Name: _____
 Organization: _____
 Address: _____
 Phone: _____ Email: _____

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the chief executive.

Installation Information:

Flags #: _____ Pennants #: _____
 Installation Date: _____
 Removal Date: _____
 Width: _____ Height: _____ Material: _____
 Content & Text Description: _____

Location Information:

Flags and Pennants:
 Bridge Street: _____ 100 Block: _____ 200 Block: _____ 300 Block: _____
 Church Street to Nutt Road: _____

All materials shall be picked up at the Borough Administrative offices no later than five (5) days after removal date, after which, all materials will be discarded.

Application Submission Requirements Checklist:

- Application completion
- Full color rendering
- Certificate of insurance naming the Borough of Phoenixville (its employees, officers and agents) as additionally insured
- Documentation (invoice/quote/specs) from designer/provider indicating compliance with design requirements
- Applicant acknowledgment of design criteria
- Fee paid

DISCLAIMER:

The Borough of Phoenixville reserves the right to refuse installation and/or cancel permission at its sole discretion.

REGULATIONS/DESIGN ACKNOWLEDGEMENT:

Applicant Signature: _____ Date: _____
 Applicant Title: _____

Pennant Construction Design Requirements

Pennants' size shall be 14" wide by 36" tall with 3 1/2" reinforced top and bottom pockets, full length hemmed sides and brass grommets. made of suitable, durable material. If vinyl the thickness should be 22oz.

Flag and Pennant Regulations

Bona fide not-for-profit organizations promoting or sponsoring civic, cultural, educational, scientific, industrial or economic development, tourism, or governmental events may be permitted to hang approved materials on Borough brackets as provided in the locations above. Commercial or advertising flag or pennants shall not be permitted, nor shall they be permitted which promote partisan political candidacies or causes, or which are defamatory or slanderous; provided, that corporate sponsorship acknowledgment may be included on banners as provided herein.

Flag/pennant design shall be approved by the Borough before fabrication and screening. If acknowledgment of sponsorship, corporate or otherwise, is desired within the design, such acknowledgment, in the form of a logo or otherwise shall not exceed (20) twenty percent of the total area. No deviation from this permit shall be allowed.

Should a flag or pennant be removed for repair or replacement, the "down time" does not extend the originally reserved installation duration.

General Conditions

Under no circumstances shall the size or shape of any flag, pennant or holiday decoration interfere with the visibility of any traffic control device from ground level, the movement of traffic or the illumination of streets.

The applicant and permittee shall provide a certificate of proof to indemnify, keep and hold harmless, the Borough, its officers, agents and employees from any and all claims, legal actions, judgments or liabilities, and for any expense incurred arising out of the erection, maintenance, or removal of any flag or pennant.

The Borough of Phoenixville reserves the right to limit or schedule the amount of time and dates that the flag or pennants can be displayed. The Borough Manager will make the final determination regarding the flag or pennant approval.

The Borough of Phoenixville Public Works Department shall have sole authority to install and remove flag or pennants.

The costs of all flags, pennants, ties, and delivery/pick-up shall be the sole responsibility of the permittee. The permittee must provide ties required to secure them to the pole and/or bracket. Ties and finished flags or pennants, ready for installation, shall be delivered to the Borough Administrative Offices not less than one week prior to the scheduled installation date. The Borough of Phoenixville shall not be responsible for damage or loss of the flag or pennants in installation, display or removal. Flags or pennants that become torn or tattered will be removed and any replacement cost will be solely borne by the permittee.

Borough Use Only

Approved: _____

Denied: _____

Delivery Date: _____

Called to Pick Up Date: _____

Date to Discard: _____

Borough Manager: _____

Special Conditions of Approval (if applicable): _____

