

Vernon Parks and Recreation Department
120 South Street
Vernon, CT 06066
Temporary Sign Permit Application



Please print clearly
DATE: _____
mm/dd/yyyy

Applicant Name: _____ Telephone number: () _____

Address: _____ Town/State/Zip code _____

EMAIL: _____ Organization: _____

Date of Event: _____
mm/dd/yyyy

Date of sign installation: _____ Date of sign removal: _____
mm/dd/yyyy mm/dd/yyyy

Location Sign: Please check which site (s) FEE: \$5 per site per week

- Northeast School: Hartford Turnpike Entrance \$ _____
- Vernon Center Middle School: 377Hartford Turnpike \$ _____
- Vernon Center Middle School: West Street Entrance \$ _____
- Center 375: West Front Lawn, 375 Hartford Turnpike \$ _____
- Fire Station #34: 100 Hartford Turnpike (Rt. 30&83) \$ _____
- WPCA: 100 Windsorville Rd \$ _____
- Bandstand: Park area between E. Main St. & St. Bernard Terrace \$ _____

Total Amount week(s) & site (s) \$ _____

Person responsible for installing and removing sign(s)

Name: _____ Phone Number: () _____

Address: _____ Town/State/Zip: _____

Size of Sign: _____ Material of Sign: (wood or vinyl) _____

***A picture of sign must be attached to permit application**

Sign should not exceed 4'x8' and should be mounted at the very top or bottom of the poles provided

I acknowledge that I have read and understand the Temporary Sign Rental Policy & application requirements

Applicant's signature _____ Date _____

Department Action: Denied: Approved: Notification completed Date: _____

Reason for denial and method of notification _____

Issued by:

(Parks & Recreation Dept.)



1. Any local non-profit organization or individuals interested in renting one or more of the Town of Vernon temporary sign locations for advertising an event must submit a proof copy of the proposed sign along with an application to Vernon Parks and Recreation Department. The rental fee is due in full with any permit application
2. Reservations may be made up to one year in advance of the first day sign will be posted
3. Fee: \$5 per site per week – weeks run from Monday AM to Sunday PM.
Priority will be given to Town events, then local non-profits, then all others.
Town events are exempt from the rental fee. Duration of rental is limited to 3 weeks per sign per site
4. Sign Locations:
 - 1 – Northeast School: Hartford Turnpike entrance
 - 2 – Vernon Center Middle School: 777 Hartford Turnpike
 - 3 – Vernon Center Middle School: West Street entrance
 - 4 – Center 375: West front lawn, 375 Hartford Turnpike
 - 5 – Fire Station #341: 100 Hartford Turnpike (Rt. 30&83)
 - 6 – WPCA: 100 Windsorville Road
 - 7 – Bandstand: Park area between E. Main St. & St. Bernard Terrace
5. Applicant/Organization is responsible for the mounting and removal of signs.
6. The Applicant/Organization, its members and agents recognize and acknowledge the potential risks inherent in this activity and hold harmless the Town, its Officers, employees, and agents against and from all claims for damages, costs and expenses which they may suffer in the course of the mounting and removal of signs.
7. The Town of Vernon is NOT responsible for any damage to the signs while mounted. Further, the applicant will assume full responsibility for any damage caused by the signs to Town or other property whether the signs remain attached or should they become dislodged.
8. Town staff will inspect the locations and signs for compliance with mounting requirements and dates of use. Any violations may result in penalties including, but not limited to: immediate removal and disposal of all signs, denial of future rentals for signage, assessment of fines to cover staff costs, materials and other penalties to be determined by the Director of Parks & Recreation. The fine will be calculated at the rate of \$25 per sign location per occurrence of violation. Failure to pay fines result in loss of privileges with this and other Town Services.
9. All signs must fit the existing sign posts and must be securely affixed to the crossbars of the sign posts. The standard size of the sign is 4 feet high by either 4 or 8 feet long. Signs may be constructed of plywood, nylon, vinyl or other material approved by the Director of Parks & Recreation.
10. Signs are limited to advertising for Community Events, fundraisers for non-profit organizations and other activities deemed appropriate by the Director of Parks & Recreation. Signage that will not be allowed includes: commercial advertising, political campaigns, and other controversial or offensive subjects, events, images and/or organizations.