



# Community Events Sign Application for Fireman's Field Board

**Work Order #'s / Dates (Maintenance will create WO's):**

\_\_\_\_\_ Email application to Sign Design  
 \_\_\_\_\_ Take sign to Sign Design for changes  
 \_\_\_\_\_ Install Sign  
 \_\_\_\_\_ Remove Sign  
 \_\_\_\_\_ Update Sign Schedule \_\_\_\_\_ Send a Copy to Maint. \_\_\_\_\_ Update Sign Inventory List

The purpose of the Community Events Sign is to provide information to citizens by allowing local organizations the opportunity to promote community activities and events.

- An application must be submitted a **minimum of two (2) weeks prior** to requested display date in order for the signs to be produced and displayed.
- The Town cannot waive the fee for the production of signs, nor for changes made.
- The maximum time for display of a sign is 2 weeks.
- It may not be possible to always display signs on the exact date requested. Submissions will be accepted on a first come first serve basis.
- The signs will be installed and removed by the Town of Purcellville's Maintenance Department. The sign will become the property of the Town Of Purcellville and will be recycled unless the organization retrieves the sign within 5 business days at Town Hall. The Town of Purcellville is not responsible for damage to or theft of signs.
- The maximum amount of sign lettering is **21 CHARACTERS, INCLUDING SPACES, ON ONE CONTINUOUS LINE.** Lettering and numbering shall be of uniform design as selected by the Town of Purcellville.
- Political, commercial and non-community event advertising will not be permitted.
- The Town of Purcellville reserves the right to deny an application or edit sign content based upon indecent, obscene, or inappropriate content.

**Date of Application:** \_\_\_\_\_ **Dates for Display:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Telephone No. ( )** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

|  |             |                                 |                              |
|--|-------------|---------------------------------|------------------------------|
| <b>Purcellville-Based Organization</b> | <b>\$55</b> | <b>Changes to Existing Sign</b> | <b>\$ 25.00</b> (dates only) |
| <b>Out-of-Town Organization</b>        | <b>\$65</b> | <b>Changes to Existing Sign</b> | <b>\$ 35.00</b> (extensive)  |

**Sign Lettering (Use one box for each letter or space):**

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Our organization would like the sign returned.  Please store my sign.  Please discard/recycle my sign.  
 I agree to pick up the sign within 5 business days after removal.

\_\_\_\_\_ *Applicant's Signature* \_\_\_\_\_ *Title* \_\_\_\_\_ *Date* \_\_\_\_\_

Updated 11/8/2018

**FOR TOWN USE ONLY**

Sign Application Approved

Fees Paid \$ \_\_\_\_\_

Date: \_\_\_\_\_

Request for Reduction of Cost - APPROVAL: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sign Application Denied - Reason: \_\_\_\_\_

**NOTES:**

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(Email completed sign application to Clint and John in Maintenance for processing)