
CITY OF BERKLEY

COMMUNITY MARQUEE REQUEST FORM

ORGANIZATION _____

PROGRAM OR EVENT _____

NAME _____ ADDRESS _____

CITY _____ ZIP _____

HOME PHONE _____ WORK PHONE _____

DATES FOR POSTING ANNOUNCEMENT ON MARQUEE _____

(Announcements are put up on Mondays, and taken down the next Monday. Messages stay up for ONE week at a time.)

\$25 Donation _____

\$100 Business Payment _____

Please check if received

Please check if received

PLEASE NOTE DATE PAYMENT WAS RECEIVED AND PAYMENT METHOD _____

ANNOUNCEMENT (A maximum of three lines is allotted for the announcement, and there are seventeen characters per line. **SPACES COUNT AS A CHARACTER.** Personal messages are not permitted.)

WE/I UNDERSTAND THAT THE BERKLEY PARKS AND RECREATION DEPARTMENT RESERVES THE RIGHT TO EDIT ANY ANNOUNCEMENT IT DEEMS NECESSARY. MAXIMUM TIME ALLOCATED FOR THE MESSAGE WILL BE 7 DAYS. REQUESTS MUST BE RECEIVED BY THE THURSDAY PRECEDING THE ACTUAL ANNOUNCEMENT DATE. **IF A DONATION OF \$25 IS MADE, DATES FOR ANNOUNCEMENT ARE SECURED, BUT NOT LOCATION. IF PAYMENT IS NOT RECEIVED, NEITHER DATES NOR LOCATION ARE SECURED.** BUSINESSES MUST MAKE A PAYMENT OF \$100 PER ANNOUNCEMENT. ALL DONATIONS AND PAYMENTS GO TOWARD MAINTAINING THE MARQUEES.

Please Check First Choice for Marquee: 12 Mile _____ Catalpa _____

Signature _____

Date _____