

**Town of Leesburg  
Parks and Recreation Department  
2008 Special Event Sign Application/Agreement**

Name of Event Sponsoring \_\_\_\_\_

Organization \_\_\_\_\_

Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_

Date of Event \_\_\_\_\_ Location of \_\_\_\_\_

**I would like the following to be printed on each sign: (24 spaces maximum)**

\_\_\_\_\_

**I would like to advertise at the following locations: (circle/bold all that apply)**

E. Market St.  
(front-traveling west)

E. Market St.  
(back- traveling east)

N. King St.  
(front- traveling south)

N. King St.  
(back- traveling north)

**I would like to advertise during the following weeks: (week runs Monday-Sunday)**

\_\_\_\_\_

**Special Event Sign Guidelines**

(1) **Application:** A complete application and **payment must be submitted at least 3 weeks** (and no earlier than five months) before signs are to be displayed. Applications will be processed as first-come, first-served.

(2) **Display:** Advertising fee is **\$25 per week per sign**. Signs may be displayed for up to six weeks prior to an event, for full weeks only. A week runs from Monday to Sunday.

(3) **Signs:** Cost is **\$75 for a new sign or \$35 for a revised sign**. Signs are 8" x 9' white aluminum strips. Text is Times Roman Bold typeface, all capital letters, 6" high, forest green color, 24 spaces maximum. Signs remain the property of The Town of Leesburg.

(4) **Payment** is due at the time of application, by cash, credit card or check (payable to the Town of Leesburg).

I agree to abide by the rules and regulations set therein. \_\_\_\_\_

Signature

Date



\_\_\_\_\_ New signs @\$75 per sign = \$ \_\_\_\_\_

\_\_\_\_\_ Revised signs @\$35 per sign = \$ \_\_\_\_\_

\_\_\_\_\_ Weeks X \_\_\_\_\_ Signs @ \$25/week per sign = \$ \_\_\_\_\_

**TOTAL = \$ \_\_\_\_\_**

**Mail to: George Fatseas, Leesburg Parks & Recreation, 50 Ida Lee Drive N.W., Leesburg, VA 20176**

\* 703-737-7132 \* FAX 703-737-7148