



APPLICATION FOR LEASE FOR NON-PROFIT ORGANIZATION SANDWICH BOARD SIGN ON TOWN PROPERTY

Name of non-profit organization: _____

Name of contact person: _____

Phone number for contact person: _____

Email address for contact person: _____

Where exactly do you plan to place this sign on Town property? Please be specific either in words or by attaching a map showing placement.

up to two (2) sandwich board signs, with administrative approval are permitted

<i>Terms</i>	<i>Condition</i>	<i>Please state clearly whether or not each of the following criteria has been met (yes or no). If there are special considerations, please describe what they are.</i>
Maximum size	1 square metre (10.76 sq. ft) including base , and must be no higher than 1.25 metres (4.1 ft)	Please indicate your dimensions.
Pedestrian friendly	Allows for unimpeded passage of pedestrians	
Heritage considerations	Sign reflects and enhances the heritage nature of the Town in terms of content, colour and material (ie. traditional materials such as wood, iron, pottery, clay, etc.)	
Drawing required	The drawing should be to scale and include message, colours, total dimensions (this includes bases and legs), size, expressed in metres square. Photo may be accepted.	
Fee	Nil for occasional promotion of special events by non-profit organizations	
Term of lease	April 1 to March 31 of the following year Note: Request must be made on annual basis	
Approval	Signs must be approved by the Town before a lease is granted	

Conditions which apply after approval

Dimensions	If the completed sign exceeds the dimensions prescribed, it will be removed at the applicant's expense with no refund of fee. The Town reserves the right to terminate this lease at any time.
Securing of signs	Signs must be constructed and maintained in accordance with Building, Electrical and Fire Prevention By-laws
Maintenance	Signs must be kept in good state of repair and maintenance and not allowed to become unsightly or dangerous.

I have completed all required sections of this application and I agree to comply with all of the terms and conditions which apply to this lease.

Signature of lessee

Date

CAO

Date

for the Town of Annapolis Royal

Date