

**TOWN OF ANNAPOLIS ROYAL  
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<sup>1</sup> on Town property? Please be specific either in words or by attaching a map showing placement.

<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) <b><u>including base</u></b> , 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	<b>Nil for occasional promotion of special events by non-profit organizations</b>	
Term of lease	<b>April 1 to March 31 of the following year</b> Note: Request must be made on annual basis	
Approval	Signs must be approved by the Town before a lease is granted	

<sup>1</sup> Only one sign will be approved per non-profit organization unless Administration exemption is given for up to an additional two signs (maximum of three signs in total).

*Conditions which apply after approval*

<b>Dimensions</b>	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.
<b>Securing of signs</b>	Signs must be constructed and maintained in accordance with Building, Electrical and Fire Prevention By-laws
<b>Maintenance</b>	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