



Parks & Recreation
 2400 Robina
 Berkley, MI 48072
 248-658-3470
 www.berkleymich.org

CITY OF BERKLEY, MICHIGAN COMMUNITY MARQUEE REQUEST FORM

ORGANIZATION _____

PROGRAM OR EVENT _____

NAME _____ ADDRESS _____

CITY _____ ZIP _____

HOME PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

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 _____ <i>Please check if received</i>	\$100 Business Payment _____ <i>Please check if received</i>
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 _____