

CITY OF RYE



Office of the City Clerk

Instructions for Reservation "Sign Up" 2011

This year the City Clerk's Office of the City of Rye office will hold the "reservation sign up" to place a sign at the intersection of the Boston Post Rd. and Milton Rd. on July 1, 2010 at 9:00 AM. (Reservations are for 2011)

In order to facilitate and streamline this procedure, we ask that you complete the form below and bring it with you to the Clerk's office on sign up day. The fee per event is \$25.00 (CASH or CHECK ONLY). No reservation will be taken without payment and completed form. Please line up at the front entrance to City Hall (do not use any other entrance) and place your name on the sign-up sheet which the City Clerk will provide for you. If you are paying by check, please complete the check in the office once you have booked your reservation and you know what week/weeks you have reserved. Please note, that reservations are made on a first come, first serve basis.

If you have any questions, please call the Clerk's office at 967-7371

Please note that the size of the sign must be four feet by four feet, no less than one half inch thick, and must be constructed of plywood. The sign must also be put up and taken down by the Department of Public Works personnel. When the sign is ready, please contact the Department of Public Works at 967-7464 and arrangements will be made to have it placed at that location. The Department of Public Works cannot be responsible for any sign after it is removed. You must pick it up at the Department of Public Works within one week or it will be discarded. If placement of a sign is scheduled for a date that is a holiday observed by the City, the sign will be erected the following workday.

If you have any questions, please call the Clerk's office at 967-7371.

Please do not detach General Information		Office use Only Event Dates	
Organization:		Week of:	
Contact Name:		1.	
Address:		2.	
Phone:		3.	