



City of Ketchum

<b>OFFICIAL USE ONLY</b>
Date Received:
Location:
Installation Date:
Approved By:

## Visitor Center Window Signage Request Form

Completed applications can be submitted electronically, or by mail or hand delivery to:  
City of Ketchum, P.O. Box 2315 / 191 5th St. West , Ketchum, ID 83340.

Application fee of \$75.00 must accompany this application. *Window signage will not be approved if payment has not been received.*

If you have any questions, please contact Cyndy King via email (cking@ketchumidaho.org) or by calling 208.806.7005

**PLEASE READ THE GUIDELINES BEFORE YOU APPLY.**

events@ketchumidaho.org

<b>HAVE YOU READ THE GUIDELINES?</b>	
<input type="checkbox"/> Yes (Please continue.)	<input type="checkbox"/> No ( <b>STOP</b> and read the guidelines.)
<b>EVENT INFORMATION</b>	
Event Name:	
Event Date:	
Display Date – From:	To:
Description of event and location(s) where event will take place:	
<b>APPLICANT INFORMATION</b>	
Name:	
Mailing Address:	
Phone Number:	Email:
<b>WINDOW ADVERTISEMENT</b>	
Applicant must submit artwork for final approval no later than 30 days prior to the event.	

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

Applicant Signature

Date