

**CITY OF PORT TOWNSEND  
SIGN REQUEST/DEPOSIT**



This form is for event planners requesting use of City owned signs for street closure, no parking areas, etc.

**Application Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Event Name** \_\_\_\_\_ **Event Date** \_\_\_\_\_

**Type of signs requested:** \_\_\_\_\_

**Number of signs requested:** \_\_\_\_\_ **Date Signs are needed:** \_\_\_\_\_

Borrower agrees to return all borrowed signs or reimburse the City of Port Townsend for all lost or damaged signs at \$25 each.

Signs to be returned Monday through Friday, except holidays, between 9:00AM and 5:00PM to Port Townsend Police Department.

Signs are to be used for City permitted events only.

A \$50.00 deposit is required. Deposit will be reimbursed following return of all signs borrowed and/or payment for missing/damaged signs.

**Borrowers Signature:** \_\_\_\_\_

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**Number of signs returned:** \_\_\_\_\_ **Date signs returned:** \_\_\_\_\_

**City employee I.D. # out:** \_\_\_\_\_ **City employee I.D. # in:** \_\_\_\_\_

City of Port Townsend  
Event Coordinator  
250 Madison St.  
Port Townsend, WA 98368  
360-379-3951