



**MENU BOARD/A-FRAME**  
Temporary Use Application

**Business Information**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Hours of operation:**

Monday – Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

**Applicant Information**

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

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Emergency Contact Information**

Please list the name of a person the City can notify or contact at any time concerning the applicant's requested temporary use (i.e.: Manager).

Name & Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



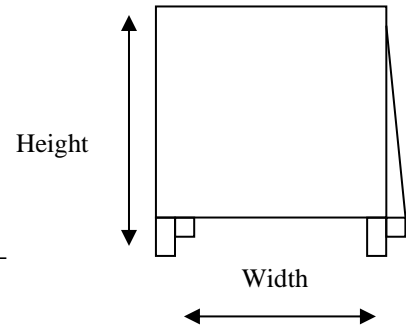
**Sign Specifications:**

Height: \_\_\_\_\_ (Maximum of 43in.)

Width: \_\_\_\_\_ (Maximum of 24in.)

Frame & Writing Area Material(s): \_\_\_\_\_

\_\_\_\_\_



**Attachments:** Please submit the following information

**Photo(s) of proposed Menu Board/A-Frame:** Photos must clearly show color and design.

**Proof of Insurance:** General liability insurance in the amount of \$100,000 per person and \$200,000 per occurrence is required. The business insurance policy must be made out to the “Mayor and Aldermen of the City of Savannah” and should name the “The Mayor and Aldermen of the City of Savannah” as a certificate holder.

**Application Fee:** Once the request is approved, an application fee of \$100.00 shall be assessed. Payment should be made by check or money order and made payable to the City of Savannah.

By signing below, I agree that I:

I have read and accept the terms of the City of Savannah’s Temporary Use Policy;

Understand the permit is nontransferable and nonrefundable; and

Have the responsibility of providing proof of indemnification of the City of Savannah and notifying the City and ceasing operation if my liability insurance expires, is canceled, or is transferred.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please submit completed applications to:**

City of Savannah  
Office of Special Events, Film & Tourism  
Attn: Tourism Division  
1 Waring Drive  
Savannah, GA 31404