Digital Marquee Rental Agreement

Renter Information

Organization Name:		**Date of Event:**	Month Day Year
Address:	Street City State Zip		
Contact Person's Name:		**E-mail:**	
Phone Number(s):	Home	Cell	Work

Terms of this Agreement

A. Fee is based on fee schedule (see attached fee schedule)
B. All information requested for posting on the Digital Marquee is subject to the approval of the Recreation Department. The Department reserves the right to change that information.
C. Please record in the spaces provided below the information to be placed on the Digital Marquee. Please note that the information must be contained to no more than three (3) lines at eighteen (18) characters per line, unless purchasing 2 screens.
D. Display date: _____ to _____
E. Background/Font color preferred: _____
F. Image preferred or provided: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Line 1																		
Line 2																		
Line 3																		

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Line 1																		
Line 2																		
Line 3																		

Renter's Signature Date

Altoona Recreation Signature Date

This space is for the Altoona Parks & Recreation office use only.

Fee Collected	
Check #	**Cash**

Marquee Date Information	
Placement Date	**Removal Date**