



TOWN OF TOPSFIELD

TOWN CLERK

8 West Common Street, Topsfield, Massachusetts 01983

T: (978) 887-1505 F: (978) 887-1502

Town Events Sign Reservation Application

Non-Profit and Community Organizations are welcome to apply

Procedure:

- Apply early in the **Town Clerk's Office** to avoid delays.
- You will be notified within 1 week of filing an application **ONLY** if your application is denied.*
- Messages may be displayed for up to **14 days** prior to your organization's event.
- Use only **the quadrant assigned** when posting your message on the Town Events Sign.
- Remove the message (within 48 hours of the event's closing), please organize the letters, etc. and return to the Town Clerk's Office during regular Town Hall Business Hours (Mon.-Thurs 8 AM-4 PM & Fri. 8 AM-12 PM). Please be sure the letters, etc. **are dry** when placing them in the box. **HINT: Avoid rainy days!**

Date Application Received:_____

Name of Event:_____

Applicant's Name: _____

Organization:_____

Address:_____

Phone # : _____ **Email:** _____

Dates Requested: From_____ **To**_____

***Date Applicant Notified (if applicable):**_____

The Town Events Sign allows for 4 messages to be listed simultaneously, 2 on the front and 2 on the back. The first 2 applications that are approved for a given time period may post their messages on the front and the other 2 will be posted on the back. The assignment will be given when you pick up the letters.

Applications may be dropped in the front door mail slot of Town Hall or mailed to:

Town Clerk / Town Hall / 8 West Common St. / Topsfield, MA 01983