

RESERVING A SPOT AT THE TRIANGLE FOR YOUR NON-PROFIT ORGANIZATION'S EVENT

1. Select either Millwood or Chappaqua Triangle location.
2. Make a written reservation at least one month in advance with the Receptionist in Town Hall, 200 South Greeley Avenue, Chappaqua, New York and provide a \$20 payment **for each sign**, either in cash or a check payable to "Town of New Castle." Please fill out the application form completely. Reservations are on a first-come, first-serve basis.
3. Follow the specifications and regulations outlined below.

Please note that no organization may reserve the triangle space more than four times in the same calendar year and must have at least 1 month between applications. Exceptions may be made if space is available.

Reservations are restricted to events being sponsored by non-profit organizations based in New Castle or non-profit events being held in New Castle. Commercial operations or entities may not use this space.

No more than three events may be advertised at the same time.

SPECIFICATIONS AND REGULATIONS:

- Signs must be eight feet wide and two feet high and 3/8" or less in thickness.
- Signs should be designed for ease of reading by motorists, with large clear letters and minimal text. They should be as attractive as possible.
- **All signs must be dropped off at the Department of Public Works, at 280 Hunts Lane before 3:00 PM on the Friday before the sign is to be put up. The Department of Public Works will be responsible for putting up and removing all signs.**