



## Application for City Hall Building Illumination – 350 City Hall Square West

Completed form to be submitted to City Clerk at least four weeks in advance of the event.

A special request from an agency or organization located in Windsor/Essex wishing to illuminate the 350 City Hall Square building to mark an event will be reviewed and processed by the City Clerk, who will present the request to the Mayor for signature. If approved, the special request will be noted on the Council Agenda under the Proclamations section for information only.

**Note:** *As per the City of Windsor Flag Policy CR206/2010:*

- There will be no presentations or delegations at City Council with respect to building illuminations

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

**Contact Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requested Event or Occasion:**

\_\_\_\_\_

**Date / Time of Event & Length of Time for Illumination:**

\_\_\_\_\_

**Explanation or Purpose of the Event:**

\_\_\_\_\_

\_\_\_\_\_

**Description of the Applicant Organization:**

(Include any local, national or international affiliation, brief history and any other relevant information)

\_\_\_\_\_

\_\_\_\_\_

**Description of the Requested Illumination:**

(Include colours and any other relevant information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Page 1 of 2



**Please Submit the Completed Form to the Council Services Department**

In person: Council Services Department, 350 City Hall Square West, Suite 530

Email: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

Fax: 519-255-6868

The personal information on this form is collected under the authority of the *Municipal Act*. The information is used for the purpose of processing the application for proclamation. Questions about this collection of information can be made to the Manager, Records / Election & Freedom of Information Coordinator, (519) 255-6100 ext. 6578.

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**Internal Use Only**

\_\_\_\_\_  
**City Clerk**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Date**

**Internal Distribution**

\_\_\_\_\_ **Corporate Communications**

\_\_\_\_\_ **Manager of Facilities**

\_\_\_\_\_ **311 Call Centre**

\_\_\_\_\_ **Community Special Events, Recreation & Culture Department**