

## 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/Building Illumination and Proclamation Policy CR329/2025:*

- There will be no presentations or delegations at City Council with respect to building illuminations
- The City of Windsor will not approve or display any Illumination that is inappropriate, offensive, or that promotes discrimination, prejudice, or political or religious movements.
- Only requests that are directly related to the City of Windsor by way of a relevant funding or partnership agreement, or that correspond with officially recognized days of awareness, celebration, importance, commemoration or promotion by the provincial or federal governments—or their respective ministries or departments—will be considered. All other requests will be declined.

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

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

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

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

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

**Requested Event or Occasion:**

\_\_\_\_\_

**Date/Time of Event & Length of Time for Illumination (Maximum 3 Days):**

\_\_\_\_\_

**Explanation or Purpose of the Event:**

\_\_\_\_\_

**Description of the Applicant Organization:**

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

\_\_\_\_\_

**Description of the Requested Illumination:**  
(Include colours and any other relevant information)

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**For multiple colours only, select one of the following display options:**

One colour on the North side & one colour on the South side

Alternating colours on both North & South sides (ex. Red, white, red, white)

Half of the North side one colour, half the other colour, repeats on the South side

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**Signature**

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**Date**

**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)

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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**City Clerk**

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**Date**

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**Mayor**

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**Date**