



Yesterday, Today, Tomorrow... Since 1899

PORT WASHINGTON OFFICE WINDOW RESERVATION REQUEST

We are pleased to offer this service to non-profit organizations in Ozaukee county.

We accept requests up to 6 months in advance.

We'll contact you within one week of your request.

Your Name: _____ Email: _____

Phone Number: _____ Organization: _____

Requested Week(s)

From: Thursday, _____ PM_ To: Thursday, _____ AM_
(2 weeks maximum)

Please provide a brief description of what will be included in the window display and for what purpose:

Important Notes:

The use of our display window is offered to non-profit organizations. Political or for-profit business displays or advertisements are not allowed.

Window display changes occur weekly on Thursdays. Take down is between 9am and noon and set up is between 1pm and 4pm.

Please provide your own materials for set up including ladders, step stools, cleaning supplies, etc.

No balloons or moving objects.

We are not responsible for any damage to items in the window either by theft, fading or damage.

Any display not removed at the scheduled time may be disposed of.

For more information, please contact Heather Peter, Marketing Coordinator,
at 262-268-7915 or heather.peter@pwsb.com

Thank you!