

Event Notification Form

This letter is to inform you of a Special Event that will have an effect on your street and place of residence. This Special Event is being granted a permit and will be a community-wide function. We would also like to invite you to take part in the event. Please see the below for the event details.

Event Details:

Event Day/s: _____

Event Hours: _____

Event Description:

Street Closures involved with Event:

A) Street: _____ from _____ to _____

Times: Initially Closed: _____ Opened Back Up: _____

B) Street: _____ from _____ to _____

Times: Initially Closed: _____ Opened Back Up: _____

C) Street: _____ from _____ to _____

Times: Initially Closed: _____ Opened Back Up: _____

Parking Areas involved with Event:Will On-Street Parking be affected? Yes No

Planned Parking Areas:

Patrons Attending Event: _____

Workers/Vendors for Event: _____

Event Producer Contact Information: Please contact event producer with problems or concerns.

Name: _____ On-Site Contact Number: _____

Event Website: _____