



SPECIAL EVENT REQUEST FORM HOSTED BY OWNER OF PROPERTY

Site Plan Provided - A site plan of the property shall be attached to this form upon submittal

Name of event: _____ Date to be held: _____

Event Address _____

Contact Person _____ Phone Number _____

E-mail Address _____

Day of week: _____

Time: _____

Brief description of event: _____

Will music be provided at event? _____

Hours of music: _____

Are tents to be erected? _____

Number of tents: _____

Indicate on site plan approximate location of tents to be erected

All tents require Zoning approval

How many vendors will be participating in this event: _____

Will alcohol be served: _____

Will there be signage required: _____ What type and location: _____

Indicate on site plan approximate location of signage to be erected

How many people are anticipated to attend this event: _____

How will you address parking and site access: _____

Will there be temporary restrooms? _____

Indicate on site plan approximate location of temporary restrooms if applicable

How will security be handled? _____

How will traffic control be handled? _____

A representative must attend the meeting to answer any questions the Board of Aldermen may have

All tents and signage must be removed from premises within 24 hours of the event ending.

To be completed by City of Sunset Hills :

Board of Aldermen meeting date: _____

Any modification needed to existing license? _____

Will a certificate of insurance be required? _____