

DATE: _____

TO: Mayor and Board of Trustees

FROM: _____(Organization)

_____ (Special Event)

We, the above-named Organization, would like to request the following: Street Closing Request

Purpose	
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From	Date	Time	Until	Date	Time
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Close Center Street from	
Close the Intersection of	and
	and
	and
	and

ACTIVITIES:

Note: Please attach a drawing of the area to be closed. Include position of main components, i.e., stage for band, tables for eating and/or serving, barriers, raceway, etc.

Other	
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If you have any questions, please notify the Organization.

Sincerely,

_____ (Organization)

Copy: Mayor, Chief of Police, and Superintendent of Public Works