



Administrative Services Department
3468 North Fulton Avenue
Hapeville, Georgia 30354
Phone: (404) 669-2100
Fax: (404) 669-3302

Event Request Form

All requests for the use of City staff, services, utilities or the placement of a banner on City property must be approved by the Mayor and Council, prior to the use of the same. Please submit this Request to the City Clerk's Office two weeks prior to the meeting of the Mayor and Council; being placed on the agenda does not ensure approval of request. The Mayor and Council may assess fees for the use of City staff, services, utilities, and property. The Mayor and Council meet the first and third Tuesdays of each month.

Date: February 4, 2019

CONTACT INFORMATION

Contact Person: Deborah Copeland
Name of Organization: mom Foundation Inc
Mailing Address: P.O. Box 50003 Atlanta Georgia 30302
(City) (State) (Zip)
Telephone #: [REDACTED] Cell #: _____ Fax #: _____
E-mail address: dcopeland@momfoundationinc.org

EVENT INFORMATION

Name of the Event: Keep momma moving Walk-a-thon Date of the Event: Saturday, August 3, 2019
Location: Jess Lucas Y-Teen Park Sam - 1:30 pm
How many attendees: 100

Banner: ☒ Yes ☐ No If yes, where is the banner to be placed: on park gate + on park gazebo
If placing a banner on City property, provide a description of the banner: the banner will state the name of the event in bold print + thank sponsors

CITY SERVICES: (check all that apply)

☒ Garbage Service ☐ Water ☒ Electricity ☒ Tables/Chairs How many: tables x 12 chairs x 20
☐ Staff please specify: _____ ☐ Other: bathroom access + assistance with stocking bathroom for event

OFFICE USE ONLY

Date Heard By Mayor and Council: _____ ☐ Approved ☐ Denied ☐ Tabled
Notice Sent to Applicant on: _____