

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: 6 10 19
CONTACT INFORMATION Contact Person: Michael Bakman
Name of Organization: East Post Track Clab
Mailing Address 3156 AP+ 4 Desert Dr Epil Poul 6A 30344
Mailing Address         3156         AP+ 4         Desert         Dr Cal Poul         6A         30344           Telephone #:         Cell #:         Sn         Fax #:         Sn
E-mail address:
EVENT INFORMATION .
Name of the Event: The Hapeville Containe Date of the Event: Any 16th 2019
Start time: 6gm End time: 10gm
Start time: 6pm End time: 10pm  Location of the Event: 612 College St Hapeville, 614
How many attendees: 300
Banner:   Yes No If yes, where is the banner to be placed:
If placing a banner on City property, provide a description of the banner (measurements, color, etc.):
Specify dates the banner will hang in the requested location:

- \* Banners placed on the Jess Lucas Park fence facing S. Central Avenue must be placed to the left of the telephone pole of Christ Church.
- \* Attach a sample copy of the banner to this application.

		No Will there be a DJ/Music at this event?   ▼ Yes □ No
	litional information about this event: 15- Race Announcer with beek	y music
CIT	Y SERVICES: (check all that apply)	
O	Garbage Service   Water	□ Electricity □ Tables/Chairs How many
п	Staff please specify:	Road Closures
If red	Questing road closures, please specify which	Temp closure we can stilled everyone inal of
* An a	application for temporary road closure will need to be fille	ed out at the Hapeville Police Department located at 700 Doug Davis Drive, Hapeville
1000000	ate Heard By Mayor and Council: otice Sent to Applicant on:	DEFICE USE ONLY     Approved   Denied   Tabled
10000		