

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: July 15, 2019
CONTACT INFORMATION Contact Person: Tamena Pettis
Name of Organization: Changin Hearts Foundation, Inc.
Mailing Address: P.O. BOX 841 Palmetto Georgia 30268 Telephone #: Cell #: Fax #:
Telephone #: Cell #: Fax #:
E-mail address: Odmin@Changinhearts.org or tame kapethis ochanginhearts.org
EVENT INFORMATION
Name of the Event: Laps for Crat Date of the Event: October 5, 2019
Start time: 12:00 PM
Location of the Event: USS WCAS Park
How many attendees:
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.

Will there be alcohol at this event? □ Yes ☑ No Will there be a DJ/Music at this event? ☑ Yes □ No
Additional information about this event: This is an annual charity walk to raise funds for Changin' Hearts Toundation Inc (formally Chatthox Foundation) We have a DJ and family-oriented fun (ie, hula hooping, gymnastics, raffles, cake walks etc.) We normally have anywhere from 75 to 100 guests.
CITY SERVICES: (check all that apply)
□ Garbage Service □ Water ☑ Electricity □ Tables/Chairs How many:
□ Staff please specify: □ Road Closures
If requesting road closures, please specify which roads: NA
* An application for temporary road closure will need to be filled out at the Hapeville Police Department located at 700 Doug Davis Drive, Hapeville.
OFFICE USE ONLY
Date Heard By Mayor and Council: Date Heard By Mayor and Council: Denied Denied Tabled