

Request for Street Closure for Special Event

Requests should be made 30 days prior to event.

Date of Request:

Organization requesting closure:

Person making request:

Phone#:

Event name:

Email:

Event date:

Hours of operation:

Will alcohol be involved with the event? If yes, please describe how. Open containers of alcohol will require an additional applicaton, please contact City Hall for the appropriate liquor license application.

Describe the event below and list the streets to be closed. Attach additional pages and/or a route map if applicable.

 Signature & Date of Person Making Request

CITY STAFF APPROVAL/COMMENTS

Police Chief:

Fire Chief:

Director Public Works:

City Manager:

Additional Comments/Instructions:

Instructions for Street Closure Requests

Person making request should be authorized by the organization to make the request.

Completed forms should be turned in to the Police Department at 102-B S. Holden.

Questions? Please contact the Police Department at 747-9133.

Requesting Party/Organization is responsible for clean-up of area after event.

