



# Event Request Form

To request Street Use or Event Approval,  
Please complete this form and return to City Hall

Today's Date: \_\_\_\_\_ Event \_\_\_\_\_

Organizers: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Best way to reach you: Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Date and Time of Event: \_\_\_\_\_

Nature of the Event: \_\_\_\_\_

Requested Event Location / Route of Event (*Describe or attach the details or map listing streets being requested for use*): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Thank you.  
The request will be presented to the City Council at the next scheduled meeting. Once a decision is made, we will call to let you know the decision. If you have any questions, please call City Hall at 309-543-6580.*