



SPECIAL EVENT REQUEST FORM
HOSTED BY OWNER OF PROPERTY

Site Plan Provided - A site plan of the property shall be attached to this form upon submittal
Name of event: Valentines Date to be held: Feb 11-14
Event Address: 3825 south Lindbergh
Contact Person: Joe Figge Phone Number: 6362097133
E-mail Address: Joefigge65@gmail.com
Day of week: Thursday-Sunday Time: 8 A.M- 7P.M.
Brief description of event: Rose and chocolate covered strawberry sales

Will music be provided at event? No Hours of music: N/A
Are tents to be erected? Yes Number of tents: 1
Indicate on site plan approximate location of tents to be erected

Any tent over 700 sf requires approval from the appropriate fire district

How many vendors will be participating in this event: One
Will alcohol be served: No
Will there be signage required? Yes What type and location: A small A-frame sign 4'x5'
Indicate on site plan approximate location of signage to be erected
How many people are anticipated to attend this event: 150
How will you address parking and site access: There is a paved parking lot on site that is stripped

Will there be temporary restrooms? No
Indicate on site plan approximate location of temporary restrooms if applicable
How will security be handled?

How will traffic control be handled? Traffic will be very light

A representative must attend the meeting to answer any questions the Board of Aldermen may have
All tents and signage must be removed from premises within 24 hours of the event ending.

To be completed by City of Sunset Hills :
Board of Aldermen meeting date:
Any modification needed to existing license?
Will a certificate of insurance be required?

