



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: HOME DEPOT SPRING/SUMMER PLANTS Date to be held: 3/1/22 - 8/31/22

Event Address 10890 SUNSET HILLS PLAZA

Contact Person BEN RAGAN Phone Number 314-909-7771

E-mail Address BENJAMIN-S-RAGAN@HOMEDEPOT.COM

Day of week: Time:

Brief description of event: 60 PARKING SPACES OUTSIDE OF GARDEN CENTER USED FOR TREES/SHRUBS DURING GARDEN SEASON

Will music be provided at event? n/a Hours of music: n/a

Are tents to be erected? n/a Number of tents: n/a

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: n/a

Will alcohol be served: n/a

Will there be signage required: n/a What type and location: n/a

Indicate on site plan approximate location of signage to be erected

How many people are anticipated to attend this event: n/a

How will you address parking and site access: WE STILL HAVE AMPLE PARKING AVAILABLE IN OUR LOT FOR CUSTOMERS

Will there be temporary restrooms? n/a

Indicate on site plan approximate location of temporary restrooms if applicable

How will security be handled? n/a

How will traffic control be handled? n/a

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?