



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: Faith Church 4th of July Date to be held: 7-2-22
Event Address: 13001 Gravias Rd
Contact Person: Audrey Montgomery Phone Number: 502-558-5371
E-mail Address: audrey@faithchurch.com
Day of week: Saturday Time: 8-9:30
Brief description of event: Firework show for church members

Will music be provided at event? Yes Hours of music: 1
Are tents to be erected? no Number of tents: 0
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: 1 firework truck

Will alcohol be served: NO
Will there be signage required: no 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: 1300

How will you address parking and site access: we have a trained parking lot team to direct traffic

Will there be temporary restrooms? no - indoor only
Indicate on site plan approximate location of temporary restrooms if applicable

How will security be handled? we have a trained team and an officer scheduled

How will traffic control be handled? we have a trained team directing traffic.

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?