



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: Company Luncheon Date to be held: 10/11/22

Event Address 10795 Watson Road

Contact Person Megan Leary Phone Number 314-954-3423

E-mail Address mleary@swankmp.com

Day of week: Tuesday Time: 11:00 a.m. - 1:00 p.m.

Brief description of event: Company luncheon

Will music be provided at event? no Hours of music:

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: 1

Will alcohol be served: no

Will there be signage required: no What type and location:

Indicate on site plan approximate location of signage to be erected

How many people are anticipated to attend this event: 100

How will you address parking and site access: Parking/site access not impacted

Will there be temporary restrooms? no

Indicate on site plan approximate location of temporary restrooms if applicable

How will security be handled? Closed event. Employees only.

How will traffic control be handled? Event will not impede or impact 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?