



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: Automation Barbecue Tech Showcase Event Date to be held: Thursday, September 29th, 2022
Event Address 12951 Gravois Rd., Ste# 120, Sunset Hills, MO 63127

Contact Person Andy Button/Anna Ryan Phone Number 314-724-7922/630-317-4716

E-mail Address andy.button@fpeautomation.com /anna.ryan@fpeautomation.com

Day of week: Thursday Time: 10:00am to 4:00pm

Brief description of event: Tent is for coverage w/tables and chairs for lunch that will be served at building location.

Will music be provided at event? No Hours of music: None

Are tents to be erected? Yes Number of tents: 1

Indicate on site plan approximate location of tents to be erected

All tents require Zoning approval

How many vendors will be participating in this event: 10

Will alcohol be served: No

Will there be signage required: None What type and location: None

Indicate on site plan approximate location of signage to be erected

How many people are anticipated to attend this event: 75

How will you address parking and site access: See email (attached)

Will there be temporary restrooms? Restrooms inside building

Indicate on site plan approximate location of temporary restrooms if applicable

How will security be handled? Police will be notified, if needed.

How will traffic control be handled? Parking spaces will be available. Information on parking will be sent out for customers and vendor, etc.

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?