



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: Swank Movie Night Date to be held: 10/22/22

Event Address 10795 Watson Road

Contact Person Megan Leary Phone Number 314-954-3423

E-mail Address mleary@swankmp.com

Day of week: Saturday Time: 5:30 - 8:30 p.m.

Brief description of event: Swank Movie night for employees and their friends and family

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

Are tents to be erected? no Number of tents:

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: 2 - AV company and Catering Company

Will alcohol be served: no

Will there be signage required: Only on-site stating private event What type and location: On Swank property along Watson Road

Indicate on site plan approximate location of signage to be erected

How many people are anticipated to attend this event: 200

How will you address parking and site access: Private office park road semi-blocked with cones and monitored by security guards to allow access in case of an emergency. Employees will park on Swank property.

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 and their friends/family.

Event monitored by security guards at two points noted in the attached.

How will traffic control be handled? Private office park road semi-blocked with cones, monitored by security guards to allow road access in the event of an emergency.

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?