



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: Grand opening of Fishel Chiropractic Date to be held: 9/30/23

Event Address 10206 Watson Rd.

Contact Person Danielle Fishel Phone Number 314-440-5242

E-mail Address drdaniellechiro@gmail.com

Day of week: SATURDAY Time: 2-4pm

Brief description of event: small business vendors, blow-up house, BBQ

Will music be provided at event? Hours of music:

Are tents to be erected? yes - if raining Number of tents: 0-10 (depending on weather)

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: 8-10

Will alcohol be served: NO

Will there be signage required: yes What type and location: in front of office, on grounds

Indicate on site plan approximate location of signage to be erected

How many people are anticipated to attend this event: 50-75

How will you address parking and site access: parking in front of venue (the event is in the back parking lot)

Will there be temporary restrooms? NO

Indicate on site plan approximate location of temporary restrooms if applicable

How will security be handled? by contacting local police if there is an issue

How will traffic control be handled? I don't think there will be a lot of traffic but if so, I can have someone direct traffic

A representative must attend the meeting to answer any questions the Board of Aldermen may have -> won't be present b/c of work sched

All tents and signage must be removed from premises within 24 hours of the event ending. OKV

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?