

NOTIFICATION OF OUTDOOR EVENT IN THE CITY OF WACO

WHAT: _____ [Name of Special Event]
WHERE: _____ [Location of Special Event] See attached location map.
DATE(s): _____ [Date(s) of Special Event Impact]
TIME(s): _____ [Time(s) of Special Event Impact]
WHO: _____ [Organization Name]
CONTACT: _____ [**On-site contact during event and call**]

On [Date], our organization [Name] will be producing a special event in the [Location]. This area has been chosen as the location for this event because [reason]. We looking forward to hosting an event in this area, and it's important to us that we are communicating clearly with you, the neighbors.

EVENT DESCRIPTION:

- Event hours are from [start hour to end hour] on [date(s)].
- We will be loading in beginning at [hour] on [date], and will load out until [hour] on [date].
- We will leave your neighborhood as we found it: litter and recycling will be handled by [name of contractor]
- During the event hours, we expect between [Low # and High #] attendees per day.
- Streets may be closed or have limited vehicle and/or pedestrian access between the hours of [Time] on [Date] through [Time] on [date.] See the attached map for specifics.
- We will have amplified sound during the hours of [Time start/finish] on [Date].
 - [Describe amplified music, public address, pre-recorded or live music. Outdoors or indoors?]
 - [Include location of amplified music on the map you attach]

We are currently in the process of applying for an outdoor event permit from the City of Waco and this notification is a required step. Our goal is to create an enjoyable and positive experience in your neighborhood.

If you or any of the surrounding residents and businesses have questions or comments about impacts of this event, please contact us at:

[Contact Name, Title]
[Organization]
[Address]
[Address]
[Email]

Neighbor Notification Date