ADD YOUR   
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NOTIFICATION OF EVENT

Dear Resident/Tenant,

This letter is to notify you that (INSERT COMPANY) are holding an event at  
(INSERT LOCATION/S) on (DATE).

EVENT DETAILS:

› DAY and DATE

› START TIME to FINISH TIME (also include details of set up and pack down timing)

› BRIEF DESCRIPTION OF EVENT ACTIVITIES

› EXPECTED ATTENDANCE NUMBERS

› LIST STREETS, PARK or LOCATIONS AFFECTED and HOW THEY WILL BE AFFECTED including detailed information regarding ROAD CLOSURES and PARKING RESTRICTIONS.

An application for an event permit has been submitted with the City of Unley and we will conduct our activities in accordance with the terms and conditions requested by the City of Unley.

We will make every effort to minimise the impact on your neighbourhood and we thank you in advance for your understanding and cooperation on this matter.

Should you have any queries or require more information please don’t hesitate to contact me or the City of Unley’s Event Coordinator on 08 8372 5111.

Kind Regards,

(NAME)  
Event Manager  
(Mobile number)