

## Crystal Griggs-Epps

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 14, 2019 1:38 PM  
**To:** Crystal Griggs-Epps  
**Subject:** Online Form Submittal: Event Request Form

### Event Request Form

*All requests for the use of City Staff, services, utilities or the placement of a banner on City property must be approved by the Mayor and Council, prior to the use of the same. Please submit this Request to the City Clerk's Office two weeks prior to the meeting of the Mayor and Council; being placed on the agenda does not ensure approval of request. The Mayor and Council may assess fees for the use of City Staff, services, utilities, and property. The Mayor and Council meet the first and third Tuesdays of each month.*

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Date 3/14/2019

#### CONTACT INFORMATION

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Contact Person Grace Legendre

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Name of Organization Caduceus USA

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Mailing Address 535 N Central Avenue Hapeville GA 30354

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Telephone #: 4047611263

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Cell #:

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Fax #: *Field not completed.*

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E-mail Address grace.legendre@caduceususa.com

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#### EVENT INFORMATION

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Name of the Event: Back To School Jamboree

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Date of the Event: 07/13/2019

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Start time: 2:30 PM

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End time: 5:30 PM

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Location of the Event: Jesse Lucas Park

How many attendees?	150
Banner:	No
If yes, where is the banner to be placed?:	<i>Field not completed.</i>
Specify dates banner will hang in proposed location:	<i>Field not completed.</i>
If placing a banner on City property, provide a description of the banner (measurements, color, etc.):	<i>Field not completed.</i>
Upload a pdf version of the banner:	<i>Field not completed.</i>

*\*Banners placed on the Jess Lucas Park fence facing S. Central Avenue must be placed to the left of the telephone pole of Christ Church.*

Will there be alcohol at this event?	No
Will there be a DJ/Music at this event?	Yes
Additional information about this event:	<i>Field not completed.</i>

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CITY SERVICES: (check all that apply)	Electricity
If requesting City Staff, please specify:	<i>Field not completed.</i>
If requesting road closures, please specify which roads:	<i>Field not completed.</i>

*\*\*An application for temporary road closure will need to be filled out at the Hapeville Police Department located at 700 Doug Davis Drive, Hapeville.*

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OFFICE USE ONLY	<i>Field not completed.</i>
Date Heard by Mayor and Council:	<i>Field not completed.</i>