

CITY OF COLEMAN

EVENTS AND ACTIVITIES REQUEST FORM

1. Sponsor Information: Please list name of person(s) or group(s) sponsoring this event,

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2. Planning: Give a brief description of the planned event or activity, including date, time and location. Please describe how you plan to address crowd control, parking, and adequate supervision of minors (if applies to your event), safety and security as it relates to your event. (Sponsors are responsible for contacting and advising agencies, organizations, businesses and other entities that might be affected by the event/activity including but not limited to: the Police Department, Fire Department, the City Public Works Department, adjacent business and residents.

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3. Additional Information: Please provide additional information that will give the council insight concerning the planned event/activity including: Is the event open to the public or is it closed to a selected audience? Will there be fees, ticket sales or other revenues from participation in the event? Who will benefit from these revenues? Please include other pertinent information for consideration .

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4. Request: Describe resources, facilities and/or action being requested from the City of Coleman.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit: \_\_\_\_\_