

# CITY OF CHERRY HILLS VILLAGE

www.cherryhillsvillage.com

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Cherry Hills Village, CO 80113

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## NOTICE OF INTENT TO CONDUCT A SPECIAL EVENT OR CIVIC FUNCTION ON CITY PROPERTY

Date of Notice \_\_\_\_\_ Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_ PH# \_\_\_\_\_ 2nd PH# \_\_\_\_\_

Contact E-Mail \_\_\_\_\_

Contact Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Event Description \_\_\_\_\_

Event Date \_\_\_\_\_ Event Times: (From) \_\_\_\_\_ (To) \_\_\_\_\_

**Proposed event location and/or route with any proposed detours, along with the parking plan:**  
*(Please attach a map or diagram of the route showing all control points and any detours)*

**Event Scope:** *(Please list the number of people expected and the planned activities for the event)*

**Explain the necessity for using City property (street, park, or right-of-way) for this event:**

**Will animals or dangerous vehicles, items, or substances be used in the event?**  
\_\_\_\_ NO \_\_\_\_ YES If yes, then please explain:

**Signature of Responsible Party (Contact Person)** \_\_\_\_\_

### FOR CITY USE ONLY BELOW THIS LINE

	APPROVAL	DISAPPROVAL	DATE
POLICE DEPARTMENT			
PUBLIC WORKS			
PARKS & TRAILS			

**FINAL APPROVAL BY** \_\_\_\_\_ **DATE** \_\_\_\_\_