

# EVENT NOTIFICATION

Event: 2<sup>nd</sup> Annual Sandy Springs Artsapalooza

Date: April 12-13, 2014

Site: Sandy Springs Circle – between Mt. Vernon and Hammond Road.

This letter of notification is to inform you that a permit has been submit as required under the Sandy Springs City Code to hold a special event (Annual Arts Festival) and that the intent to produce said event will be held on April 12-13, 2014 and as such we are giving you notice of the up coming event, so that you may plan accordingly.

As such this notification is to inform you that we intent to secure a Special Event permit from the City of Sandy Springs and will be requesting the following road closures for the event.

LOCATION - The event will be held on Sandy Springs Circle – between Mt. Vernon and Hammond Road

ROAD CLOSURE – Sandy Springs Circle will be closed by direction of the City on:

April 11, 2014: approximately 2:00 p.m. for event set up.

The street will re-open by direction of the City on:

April 11, 2014: approximately 9:00 p.m.

If you have any questions, please do not hesitate to let us know.

We can be reached at the following number: 404-873-1222

---

Business Name

---

Owners

---

Mailing address

---

Return Receipt #

---

Date Mailed