ADD YOUR
LOGO & ADDRESS HERE

Date XX XXXX

Dear Resident/Tenant,

RE: NOTIFICATION OF EVENT

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 District Council of Loxton Waikerie and we will conduct our activities in accordance with the terms and conditions requested by Council.

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 District Council of Loxton Waikerie, Community Development Officer on 8584 8000.

Kind Regards,

(NAME)
**Event Manager**
(Mobile number)