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NOTIFICATION OF EVENT

Dear Resident/Tenant/Business,

We write to advise that (INSERT NAME OF ORGANISATION) is hosting the (INSERT EVENT NAME) at (INSERT LOCATION/S) on (DATE).

We have received a permit approval from Moreton Bay Regional Council and we will make every effort to minimise any disruption as a result of our activity. We thank you in advance for your understanding and cooperation.

The scheduled event is as follows:

**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.

You are more than welcome to come along and enjoy our event.

If you have any concerns on the date of the event, please do not hesitate to contact (INSERT NAME & CONTACT NUMBER)

Kind Regards,

(NAME)  
Event Manager  
(Mobile number)