

## NOTIFICATION OF EVENT

Dear Resident/Tenant/Business,

We write to advise that our company will be hosting an event near you. We have received an Events Local Law Approval from Moreton Bay City Council.

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 event details are as follows:

Company name:	<input type="text"/>
Event name:	<input type="text"/>
Description of event:	<input type="text"/>
Event location:	<input type="text"/>
Event date:	<input type="text"/>
Pack-in time:	<input type="text"/>
Event time:	<input type="text"/>
Pack-out time:	<input type="text"/>
Road impacts (signage/closures):	<input type="text"/>
Amplified sounds times:	<input type="text"/>

Whilst attendees are encouraged to walk or utilise public transport to attend the event, we expect the surrounding streets to be affected by the event.

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 me.

Kind Regards

Event manager:	<input type="text"/>
Contact phone:	<input type="text"/>
Contact email:	<input type="text"/>