**NOTIFICATION OF EVENT**

Date:

Dear Resident/Occupier/Business Owner,

This letter is to notify you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

are holding the following event.

**EVENT DETAILS:**

|  |  |
| --- | --- |
| Name of Event: |  |
| Location: |  |
| Day & Date: |  |
| Start Time to Finish Time: |  |
| Description of Event/Activities/Purpose:  *(Details that may affect surrounding residents e.g Noise, Transport)* |  |
| Details of Roads that will be Closed and any Parking Restrictions: |  |

I would like to take this opportunity to invite you to come along and enjoy in what will be an exciting event for the residents/visitors of Mount Gambier.

For all the latest event news, please visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kind regards

Organisation Name