

Sample Notification Letter - Festival or Event (Example: Burlington Summer Celebration)

(Date)

Dear Resident:

RE: Burlington Summer Celebration

On July 13th and 14th, 2000 a special event will take place at Central Park. This year's event will feature musical entertainment, food and wine tasting and a fireworks display!

Due to your close proximity to Central Park the Summer Celebration Organizing Committee would like to make you aware of the event itself, and let you know that approval was granted by the City of Burlington to allow this event to take place. **(List any approvals/by-law amendments that have been obtained).**

Community Awareness (examples of items that residents should be aware of):

Restricted Access Area(s)/Fireworks presentation

In order to provide the necessary safety zone for the presentation of our event the **(list any restricted areas and the date/time they will be closed off to the public)** will be closed to the public. Should you wish to go to the event we ask that you **do not go through restricted area(s)**. It is with your safety in mind that we must restrict all access to this area and we apologize in advance if this causes any inconvenience.

Event Operating Hours (provide operating hours)

Entertainment and Activities will take place on July 13th from 12:00 noon to 11:00PM and on July 14th from 12:00 noon to 8:00PM. Music will be presented from the main stage in two hour intervals with thirty minute breaks between performances.

Parking for the Public

There will be limited parking available to the public. A shuttle bus service will be provided free of charge from the Burlington Mall to Central Park during event operating hours.

The Summer Celebration Organizing Committee and the City of Burlington would like to make you aware of this event and invite you to this community celebration! Again, we hope that these activities do not inconvenience you in any way.

If you require any further information please call me at **(phone number)** or for general information please call **(general information line)**. You can also obtain information by calling the City of Burlington _____ Department at 905-335-7600, ext. _____.

Sincerely,

Name

Title

Committee/Organization

**Sample Notification Letter – Road Race
(Example: The Burlington Marathon)**

Date

Dear Resident:

RE: The Burlington Marathon

This is your notice of an exciting community event happening in your area! The Burlington Marathon will take place on Sunday July 20th starting and ending at Civic Square. Proceeds from the event are going to the _____.

We are taking this opportunity to inform you that the event will take place along a route in your neighbourhood and would like to invite you to participate in the action. You are welcome to be a part of the event by cheering on the runners, bring out your hoses to cool them off or supply drinks to the runners!

Detail Information for Residents:

Event enters your area at: _____
Event leaves your area at: _____
Police controlling traffic at: _____
Runners right of way on _____ Streets.

We would like to thank you in advance for your cooperation and we apologize for any inconvenience we may be causing you. If you would like further information please call me at ###-###-####. Information can also be obtained by calling the City of Burlington Transit and Traffic Department at 905-335-7600 ext. _____ during regular business hours.

Thank you for your understanding!

Sincerely,

Name
Title
Committee/Organization