

# Special Event Letter of Approval

Licensing Office  
North Center Street  
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Date: \_\_\_\_\_

Property Manager or Owner Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Special Event Name: \_\_\_\_\_

Special Event Location: \_\_\_\_\_

Requested Closure Date(s) and Time: \_\_\_\_\_

As property manager/owner for the commercial property address listed above, I acknowledge I have been informed by the promoter of the Special Event that a request to close off the area during the special event has been submitted to the City of Mesa. Possible conflicts or impacts on the surrounding businesses have been addressed.

\_\_\_\_\_  
Printed Name of Property Manager/Owner

\_\_\_\_\_  
Signature of Property Manager/Owner