



**CITIZEN/ORGANIZATION AGENDA REQUEST**

Council Meeting Date \_\_\_\_\_

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION: Buchanan Center for the Arts

Citizen/Representative: Kristyne Gilbert

Address: 64 Public

E-mail Address: buchanancenter@mtchow.net

Phone Number: 309-734-3033

Event Date and Hours of Event: Friday, May 5<sup>th</sup> 5-10pm & Saturday, May 6<sup>th</sup> 5pm to Midnight

Type of Event and Reason for Request: Pattee Plaza opening - two nights of music and movies; food and arts activities

**Requirements for events** (these requirements must accompany the request at time of meeting or before, **NO EXCEPTIONS**):

- 1) Certificate of Liability Insurance - (private citizen or not-for-profit group)
- 2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: vacating an alley, blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

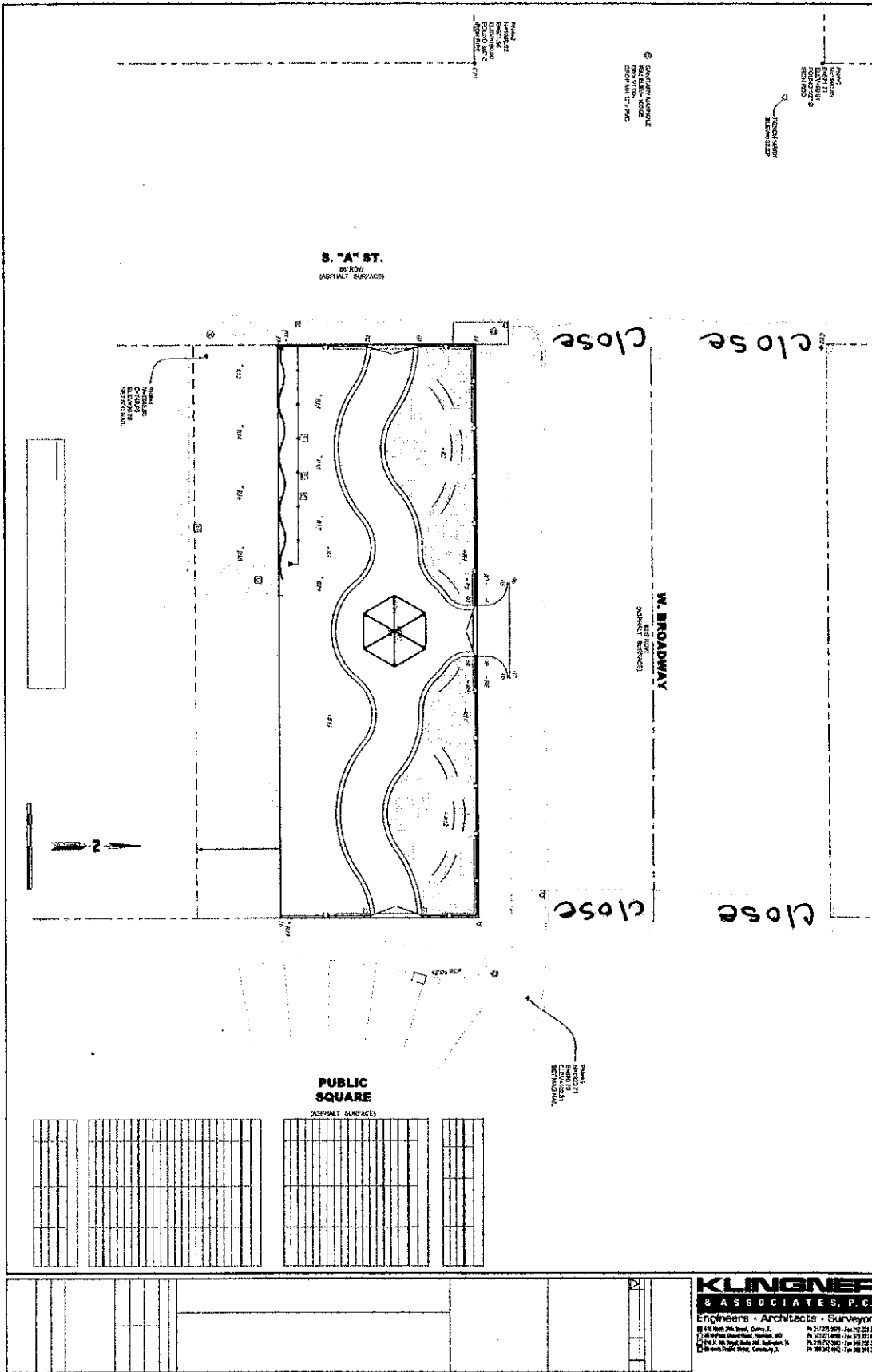
Kristyne Gilbert  
Citizen/Organization Representative

2-24-17  
Date

Susan J. Zervak  
City Clerk

3-8-17  
Date

- PLEASE NOTE:**
- 1) In order to be placed on the agenda of a Council Meeting, ALL requests MUST be received the Wednesday morning prior to the next Council meeting!
  - 2) Representative must be present at meeting unless exempted under annual request policy.



**S. "A" ST.**  
 (ASPHALT SURFACES)

**W. BROADWAY**  
 (ASPHALT SURFACES)

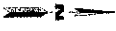
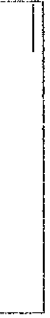
**PUBLIC SQUARE**  
 (ASPHALT SURFACES)

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**KLINGNER ASSOCIATES, P.C.**  
 Engineers • Architects • Surveyors

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