<Insert Date>

Dear Residents & Businesses

I am writing to advise you of an outdoor event called **<Insert Event Name>** that will be taking place in **<Insert Location>** on **<Insert Day & Date>**. This will be a **<Insert Event Type>** beginning at **<Insert Start Time>** and finishing promptly at **<Insert Finish Time>**. A sound-check will be conducted on **<Insert Day & Date>** at **<Insert Expected Sound-check Time>**.Expected attendance at the event is **<Insert Expected Attendance>**.

<Insert Blurb about the Event if Appropriate>

<Insert description of dry zone location being enforced if applicable>

* The event will be appropriately monitored both internally and externally by our security company to ensure minimal disturbance from our patrons (delete if incorrect).
* The event will adhere to City of Adelaide (CoA) and Liquor Licensing requirements.
* Noise levels will be monitored throughout the event to ensure that we do not exceed the maximum noise levels permitted by the CoA Event Amplified Sound Management Guidelines. CoA will also independently monitor noise levels throughout the event (delete if incorrect).

<Insert road closure information (delete if not applicable)

If you have any queries in the lead-up to this event, or have any feedback or concerns during or after the event, please do not hesitate to contact me on the following:

 Telephone: <Insert phone / mobile number>

 Email: <Insert Email address>

If you have any queries or concerns during the event, please contact the event hotline number telephone number on (Insert phone/mobile number). The event hotline number will be operated from (insert date/time) to (insert day / time).

Alternatively, you can contact the CoA on 8203 7203 Monday to Friday from 7am – Midnight or from 8am – Midnight on weekends. All feedback and concerns are documented and consolidated for post-event analysis.

Further information about the event can be found at **<Insert event website address>** orunder the *What’s On* section of the CoA website (the event organiser is to upload this information. Delete if incorrect at time of letter distribution). To stay informed regarding upcoming events using Council’s events dashboard visit cityofadelaide.com.au/community/spaces-rooms-venues-to-hire/upcoming-events

Yours sincerely

<Insert name>

<Insert company>