

Public Space Event Request

Subject: Community Event Permit Application

Dear [City Official/Parks Department],

Our organization, [Organization Name], respectfully requests permission to host [event name] at [public venue] on [date] from [start time] to [end time].

This community-focused event will feature [description of activities] and is expected to attract [estimated attendance] local residents. Our goal is to [community benefit/purpose].

We commit to:

- Obtaining necessary insurance coverage
- Providing adequate waste management
- Ensuring public safety measures
- Restoring the venue to original condition

Our organization has successfully conducted [number] similar events with excellent safety records.

We understand all applicable regulations and fees.

Thank you for supporting community engagement initiatives.

Respectfully,

[Your Name]

[Organization Title]

[Organization Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/permission-letter-for-event>