



Late Permit and Event Requests

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Associate Director

Special Events & Visitor Parking Team

- Create
 - Permits
 - Reservation cards
 - Validation tickets
 - Arrangements for events
 - Signage
 - Staffing
 - Traffic control
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Issues

- More requests
 - Increasing number of last-minute requests
 - Less than 3 business days in advance
 - Inability to say “no”
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Plan

- Requests not involving staffing
 - Submitted a minimum of 3 business days in advance
 - Requests involving staffing or creation of signage
 - Submitted 2 weeks in advance
 - Add 25% fee for any request not made with proper notice
 - Validation tickets \$0.25 per ticket requested
 - Implement September 1, 2023
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Thank you!

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