

January 1, 2016

Woonsocket City Council
City Hall * 169 Main Street
Woonsocket, RI 02895

Dear Councilors,

I am writing to request the use of River Island Art Park for the purposes of holding a Music and Arts Festival. I am working with my local church St. _____ to bring this event to the residents of this and surrounding communities. We will have Live Bands, as well as other entertainment. All of the entertainment has not been confirmed yet but our thoughts are it will consist of dancers, martial arts demonstrations, reptile exhibits, bounce house and face painters. We will also have local works of art displayed throughout the park and there will be food available for purchase at the concession stand. We anticipate an attendance of about 500 people and have more than 10 volunteers to help with set up and clean up of the event.

Please do not hesitate to contact me with any questions at 401-555-5555. Thank you for your time and consideration and we look forward to success of this great event!

Sincerely,

Resident Name
Address
Phone