

April 18, 2012

Mayor Willard Rodarmel and Council Members
City of Lemoore
119 Fox Street
Lemoore, CA 93245

Dear Mayor Rodarmel and Council Members:

The Lemoore Downtown Merchants Association is currently working on putting together another event in Downtown. As part of the Kings County Homecoming activities, we would like to hold a "Downtown Street Party" on Friday, May 18, 2012 from 6:00 pm to 10:00 pm. The event would offer an evening of open restaurants, a beer garden, Downtown merchant vendors, entertainment, and activities for the young!

The event will require the closure of Heinlen Street between D Street & C Street (one city block), on May 18, 2012 from 2:00 pm to Midnight. We are requesting on Thursday, May 17, 2012 by 2:00 pm that signs be posted on D Street at Heinlen and Heinlen at C Street (Event Site), notifying the public of this closure. We are requesting the following assistance from the city:

- Sweep the Event Site on Thursday, May 17, 2012.
- Test and make sure all electrical outlets are in proper working condition at the Event Site by Thursday, May 17.
- Place 6 street barricades on the corner of D Street at Heinlen and on Heinlen at C Street.
- Load 10 banquet tables and 100 chairs from Lemoore Chamber of Commerce onto city truck and trailer and deliver to the Event Site on Friday, May 18 at 2:00 pm (DMA to deliver tables and chairs to the Lemoore Chamber of Commerce and deliver truck and trailer to Corporation Yard Friday night for storage over the weekend).
- Deliver 8 trash barrels; 4 recycle barrels; and as many street delineators' as possible to the back of Wells Fargo Bank, on Thursday, May 17.
- Pick up barrels and delineators from back of Wells Fargo Bank and barricades from the street corner on Monday, May 21, 2011.

We hope that you will be able to assist us in our efforts, as always we appreciate your cooperation in helping to make our community events successful. If you have any questions, please contact me at 924-6401.

Thank you again,

Brenda Martin

Brenda Martin
Lemoore Downtown Coordinator