



**Tacoma** City of Tacoma Special Events Office

October 3, 2014

**Subject: Proctor Treats, Special Event Road Closure**

**Event producer:**

Thomas (Tommy) Burrill Umpqua Bank, Proctor  
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Dear Tacoma Business Owner or Resident,

The City of Tacoma's Special Events Office has issued a special event permit to the Proctor District Association for their annual Proctor Treats event on Friday October 31, 2014 from 4:00 PM until 6:00 PM. The event is open to the public, and will take place on North Proctor between 25<sup>th</sup> and 28<sup>th</sup> Streets and on North 26<sup>th</sup> Streets between Madison and Adams Streets. The road closures will begin at about 3:00 PM. Detour signage will be placed throughout the neighborhood.

Every effort will be made to minimize the impact to your residence or business. Event coordinators are required to instruct participants to follow all applicable City, State and Federal laws. **Access to private driveways, parking lots/garages, sidewalks, walkways and/or alley ways will be allowed during the event. Emergency vehicles will always have access during events.**

This letter has been mailed to the general surrounding area as part of our public notification process. However, if you wish, please feel free to share with others in your neighborhood. **If you have an urgent request, prior to the event date, please contact the event coordinator above or Tacoma Police Special Event Sgt. Gretchen Aguirre at (253) 591-5932.**

For general event information go to [www.cityoftacoma.org/specialevents](http://www.cityoftacoma.org/specialevents) and select "Stay Informed." You may also call me at the number below.

Thank you.

Kala Dralle

Special Event Permitting Authority

