

[YOUR LETTERHEAD]

[DATE (minimum of 30 days notice w/time to respond)]

Dear Business/Property Owner,

This letter is to inform you that the [Your Company] is applying to renew the *Revocable Permit to Vend within County Right-of-Ways* to manage and coordinate vending for the [Event Name Here]. The area affected will include [the length of Kuhio Hwy from Hilo Hatties to Wilcox Hospital (example)] and will accommodate approximately [25-50] Vendors. The days and times will be [Friday, September 1, 2022 at 4:00pm to Sunday, September 3 at 4:30pm] which allows time for setup and breakdown.

The purpose of the permit is to comply with the County of Kaua'i Vending Ordinance and better control and regulate [Event Name here] by providing [coordination, on-site security, trash/recycle services, portable toilets, marketing, improved parking, and any other means of insuring a successful, fair, and safe event to all attending and participating].

Optional Paragraph:

In addition, [Event Name] will operate under County, State, and CDC guidelines for health and safety regarding COVID-19.

If you wish to comment, please do so within 30 days of the date of this letter to:

[Your name and Address here]

Sincerely,

[Your Name & Title]

Attachment: site plan/map

SAMPLE