

**Appendix I – Community Event Notice Templates**

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**Appendix I1 – Residential Notice**

\*This notices must be reviewed and approved by the Town of Sussex before being delivered.

**Notice: Upcoming Event in your Neighborhood**

The (name of organization) would like to inform area residents that an outdoor event held from \_\_\_ to \_\_\_ this (date) at the (location of event).

**(Description of event)**

For more information on the event, please visit (website) or call (phone number).

The event is free (or indicate cost). Everyone is invited to attend, and we hope to see you there!

\*Include the following information if there you have been granted a street closure:

**Street Closure Information:** The following street closure was approved by Town of Sussex Council on (date):

- (portion of street to be closed to traffic)
- (date of street closure)
- (hours of street closure)
- (why street closure was requested)
- (detour, if applicable)

\*Include the following information if you have been granted a noise by-law exemption:

**Noise By-Law Exemption:** The following exemption to the Town of Sussex noise by-law was approved by Sussex Town Council on (date):

- (hours of exemption)
- (location of activities that are covered under the exemption)

If you have any questions, please do not hesitate to contact (name of event organizer) at (phone number).

Thank you,

(Name of organizer)

(Name of event)

c.c.: Town of Sussex  
524 Main Street  
Sussex, NB E4E 3E4

**Appendix I2 –Notice to Downtown Businesses**

\*This notices must be reviewed and approved by the Town of Sussex before being delivered.

**Event Notice to Sussex Downtown Business Association Members**

**Event Overview:**

\_\_\_\_\_ will be hosting will be hosting EVENT from DATE/TIME.

\*Include the following information if there you have been granted a street closure:

**Street Closure Information:** The following street closure was approved by Town of Sussex Council on (date):

- (portion of street to be closed to traffic)
- (date of street closure)
- (hours of street closure)
- (why street closure was requested)
- (detour, if applicable)

\*Include the following information if you have been granted a noise by-law exemption:

**Noise By-Law Exemption:** The following exemption to the Town of Sussex noise by-law was approved by Sussex Town Council on (date):

- (hours of exemption)
- (location of activities that are covered under the exemption)

If you have any questions, please do not hesitate to contact (name of event organizer) at (phone number).

Thank you,

(Name of organizer)

(Name of event)

c.c.: Town of Sussex  
524 Main Street  
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