

STREET CLOSURE REQUEST

Event Information

Event Date October 25, 2025

Event Name Richland Center Pumpkinfest

Brief description of event Pumpkins on courthouse lawn, petting zoo, caramel apples

Event Sponsor RC Chamber, RC Lions, WP Dental

Street location to be closed Central Ave between E Haseltine and W Seminary

Hours of closure 8AM - 4PM

Principal Contact Suzanne Anderson

Phone _____ Email _____

Alternate Contact Christy Adsit

Phone _____ Email _____

List businesses affected by the closure

- No Businesses but will affect the Park Apartments
- _____
- *The closure is north of the County Courthouse parking lot driveway. So that will be open
- as well as the Ceneex Gas Station
- _____
- _____
- _____
- _____
- _____
- _____

Have you contacted the above-listed businesses to inform of road closure? ☒ Yes ☐ No

Applicant's Signature: Suzanne Anderson Date: 09/16/2025

Internal Use Only

Public Works Review Determination **DENIED** **APPROVED**

Director of Public Works _____ Date _____

Police Department Review Determination **DENIED** **APPROVED**

Chief of Police _____ Date _____

If approved, date permit was ☐ emailed ☐ mailed _____

☐ Curtesy email to Fire Department

☐ Curtesy email to EMS

City Clerk/Treasurer/ Deputy Clerk _____