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April 17th, 2015

Mayor & Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9

RE: INTERNATIONAL BOUNDARY WATERS DRAGON BOAT FESTIVAL

Dear Mayor and Council:

We respectfully request the following support from the Town of Fort Frances for Saturday, June 27th, 2015.

1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;
2. Authorize the use of Town picnic tables. The Boundary Waters Dragon Boat Festival Committee will organize and arrange for their pick up and return;
3. The Boundary Waters Dragon Boat Foundation will be filling out an event permit. We request that the Town cover any charges associated with said permit;
4. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public participation areas from Minnie Avenue to Butler Avenue;
5. We request that the Town please spray the docks down at the marina prior to the event to facilitate safe and sanitary boarding and exit of the boats. This is also important as many visitors and dignitaries from Ontario and Minnesota will be attending;
6. Allow the International Boundary Waters Dragon Boat Festival Committee to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event;
7. Allow access for electrical power.
8. Ensure extra garbage bins at the site, and a garbage pick-up at the end of the day.

Thank you for your consideration, and we look forward to discussing our request in greater detail at your convenience.

Sincerely,

**Jennifer Greenhalgh, President
Boundary Waters Dragon Boat Foundation
& Festival Organizer**