



# MAYOR'S COFFEE HOUR

## Application to Provide Location for Public Meeting

We welcome your application to provide a location for a Mayor's Coffee Hour public meeting at your business/facility. Please fill out the form below and return to the Mayor's Office by mail, fax, email, or in person:

City of Mount Vernon Mayor's Office  
910 Cleveland Avenue  
P.O. Box 809  
Mount Vernon, WA 98273  
Fax: (360) 336-0623  
Email: [mvmayor@mountvernonwa.gov](mailto:mvmayor@mountvernonwa.gov)

Mayor's Coffee Hours will take place on a weekly basis. If you have any questions, please do not hesitate to contact our office at (360) 336-6211.

### CONTACT INFORMATION

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

Date – 1<sup>st</sup> Choice: \_\_\_\_\_  
2<sup>nd</sup> Choice: \_\_\_\_\_  
# that can be Seated: \_\_\_\_\_

Availability (check all that apply):  Early Morning (before 8 a.m.)  
 Evening (after 5 p.m.)  
 8 a.m. – 5 p.m., Monday - Friday  
 Weekends  
 Other

Requirements:  Within City limits  
 Seating / Meeting Space for approximately 20 people  
 Counter Space for Coffee Service (coffee will be provided by Mayor)  
 Adequate Parking  
 Availability for a Walk Through      Dates/Times: \_\_\_\_\_

### CONFIRMATION

Date Received: \_\_\_\_\_  
Approved by Mayor:  Yes  No      Date \_\_\_\_\_  
Date Confirmed w/  
Requester: \_\_\_\_\_

