

**CALENDAR REQUEST**  
*for*  
**COMMUNITY EVENTS**

*Name of Organization:* \_\_\_\_\_

*Event:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Time: From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Location:* \_\_\_\_\_

*Event Web Site:* \_\_\_\_\_

*Brief Description of Event* \_\_\_\_\_

\_\_\_\_\_

*Recurring:* weekly      monthly by day      monthly by date

*Contact person:* \_\_\_\_\_

*Contact phone number:* \_\_\_\_\_

*List contact person and phone number on calendar* yes no

*Must be submitted by the 20<sup>th</sup> of the month that precedes the month of the event.*

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**FOR TOWN USE ONLY**

*Received: date* \_\_\_\_\_ *by* \_\_\_\_\_

*Entered: date* \_\_\_\_\_ *by* \_\_\_\_\_

*The events calendar of the Town of Interlachen is provided as a service to the community with the purpose of informing the public about local events. Only events open to the public will be accepted. Types of events: fund raising for non-profits, schools, street fairs or other community activities, these are only some examples. No solicitations of commerce: i.e. private or commercial yard sales, sidewalk sales, grand openings. Organization or group meetings will not be entered.*

*The Town of Interlachen does not endorse or certify any events listed or the accuracy of the listing of said events including dates and times.. The information contained on the Town of Interlachen Events Calendar is a simple listing of the events occurring within the community that the Town feels may be of interest to residents and visitors. The Town reserves the right to choose which events are posted on this calendar and all events will be taken on a case-by-case basis.*

*The Town of Interlachen does not endorse any event or guarantee or warranty the information in any manner. Please be aware, some events may get canceled before we can change or remove an event listing. The Town assumes no liability for any reliance that the event will take place and assumes no liability for what may take place at an event.*

*To be placed on the events calendar, download the application, fill it out entirely and drop off at Town Hall or e-mail to [jcostanzo@interlachen-fl.gov](mailto:jcostanzo@interlachen-fl.gov)*