

From: D'Amato, Laura [mailto:ldamato@ramart.org]
Sent: Sunday, September 01, 2013 12:49 PM
To: Mora, Maricela; Bach, Greg
Subject: Racine Art Museum 9-21-13

Hello Maricela and Greg,

I have spoken with Maricela Tellez regarding the question below and she suggested that I contact your offices.

The Racine Art Museum, 441 Main Street, is having a special Tenth Anniversary Event on Saturday evening, September 21. I am inquiring about closing off a one block area on 5th Street between Main and Lake to use as our staging area for valet parking as guests arrive between 5:30 and about 8:00 pm. We will have 6-7 valets, and we have already rented the lot just East of the Library for parking. We estimate approximately 200 guests in 75-100 cars.

Our event is from 6:00 pm to 11:00 pm. When guests are leaving, the valets will bring the guests' cars in front of the museum on Main Street or in this same area (5th Street between Main and Lake). Pick up of the cars will be staggered as guests leave, and should be complete by about 11:30 pm. We are unclear of the procedure for setting this up, or if it is even possible to do so. Could you or your designee please advise?

I am following this up with a hard copy on RAM's letterhead that you should be receiving in the next day or so. Thanks so much! Laura D'Amato

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