

July 9, 2008

[REDACTED]
[REDACTED] Name
[REDACTED] Address
[REDACTED]

Chief Ken James and Sergeant Michael Allen
Emeryville Police Department
2449 Powell Street
Emeryville, CA 94608

Chief James and Sergeant Allen;

The City of Emeryville's Community Events Committee has reviewed my event application and approved our wedding ceremony to take place at the Marina Park on Saturday, September 20, 2008. We are writing to request your approval to allow alcohol consumption at the ceremony between the hours of 4:00pm and 6:00pm. Specifically, we would like to serve champagne for the wedding toast and have beer available for friends and family of legal drinking age (along with non-alcoholic beverages and hors d'oeuvres that are being served after the ceremony). We expect to have between 75 to 100 people attending the ceremony. The alcohol will be served by my family members who are 21 years old or older and we will not allow alcohol to be served or consumed by minors at our wedding. No money is being charged or exchanged for the alcohol.

Please let us know if you have any questions. We look forward to timely response and thank you for your time.

Sincerely,

Ha Duy & Khai Tran
[REDACTED]
[REDACTED]
[REDACTED]