

OFFICE OF THE CITY CLERK

City Hall, 1 Kennedy Plaza
Utica, New York 13502

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Melissa Sciortino

City Clerk

**HOSTING A SPECIAL EVENT ON PRIVATE PROPERTY
IN THE CITY OF UTICA (INFORMATIONAL ONLY!!)**

Please provide the following information for your upcoming event:

Full Name _____

E-mail Address _____

Phone Number _____

Name of Event _____

Date of Event _____ / _____ / _____

Time of Event _____

Location of Event _____

Number of Attendees _____

Additional info you wish to provide _____

****This completed form will be forward to the UPD and the UFD by our office.**