

Date

Board of Aldermen  
City of Parkville  
8880 Clark Avenue  
Parkville, Missouri 64152

RE: Parkville Liquor Permit Request – Retail Liquor by the Drink Picnic License

Dear Board of Aldermen,

The \_\_\_\_\_ requests permission from the City of Parkville to serve  
Organization Name  
liquor on \_\_\_\_\_, 20\_\_\_\_ for \_\_\_\_\_ to be held at  
Event month and day Event year Event Name  
\_\_\_\_\_. Liquor will be sold from \_\_\_\_\_ to \_\_\_\_\_.  
Event Location Start time End time

Sincerely,

\_\_\_\_\_  
Organization Representative Signature

Organization Name

Organization Address