



March 14, 2016

Dear Sandra Harkins

Six Square Austin's Black Cultural District (formerly known as Austin's African American Cultural Heritage District in partnership with Austin Convention Center's Office of Arts Resources, Greater Black Austin Chamber of Commerce and the Austin Urban Music Festival is celebrating the 11<sup>th</sup> year of the Urban Music Festival by sponsoring a block party in the cultural heritage district.

This letter is an official request to use Block 16 as the site for the party. Specifically, that we have exclusive access to block 16 from 5pm on March 30<sup>th</sup> to 5:00PM on April 1<sup>st</sup>, 2016. The Block Party will be held on Thursday, March 31st, from 600:-10:00PM. The event will feature local musical groups and performers, with special guest performers who are booked to perform at the Urban Music Festival. In addition there will be food trucks and artistic vendors. The event is free and open to the public and will be marketed through the Urban Music Festival sites. A stage (12X18 x 2 feet high) will be erected on site, as well as a few tables and chairs. Austin's African American Cultural Heritage District will provide the liability insurance as stipulated in our current contract with the city of Austin and we will also provide all the necessary permits.

The 2015 block party proved to be a real success, with about 200 people attending over the course of the evening, many from the surrounding neighborhood. The UMF Block Party is now a recurring annual program that Six Square will produce as a part of our service contract with the city and in our efforts to support cultural events reflecting African American culture.

Please let me know if there is anything more you need from in order to secure the site.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Byrd".

Lisa Byrd  
Executive Director  
Six Square Austin's Black Cultural District