

Letter of Intent

To: Ariane Hyatt, Oklahoma County Public Buildings Authority Event Coordinator

From: Jessica Clayton

Date: 8/14/2025

Re: The use of the Lincoln Building Event Room for the Oklahoma County Free Fair

Dear Ariane,

This letter serves as our formal request to reserve the Lincoln Building Event Room, located at 4205 N. Lincoln Blvd., OKC, OK 73105.

Date: August 5th – 8th, 2026

Time: 1pm on the 6th- 1pm on the 8th

Title of Event: Oklahoma County Free Fair

Purpose: Indoor Exhibits

Estimated Attendance: 150-200 throughout the event

Set-up Time Requested: Like to start setting up around 1pm on the 5th

Tear-down Time Requested: Take down is at 1pm on the 8th

Additional Notes:

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Sincerely,

Jessica Clayton