



FIRE DEPARTMENT SANTA CLARA COUNTY

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(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org



SPECIAL EVENTS INFORMATION SHEET

The following information shall be provided in order to process the special events permit:

Address of event: _____

Contact Person: _____

Phone No.: _____ Email: _____

Address: _____ Zip: _____

1. Date of event: _____ Hours of Operation: _____

2. Type of event: _____

3. Number of people anticipated: _____

4. Size of tent or canopies: _____

5. Number of booths: Cooking _____ Non-cooking: _____

6. Tent/Booth Supplier(s): _____

7. Date tent/canopy being erected: _____ Date down: _____

8. Entertainment - what type: _____

9. Stages/Platform(s): _____

10. Carnival Rides: _____

11. Cooking (how prepared): _____

12. Will there be deep frying? _____

13. Will there be BBQs or open flames? _____

14. Special Effects: _____

15. Source of power: Generator: _____ Electrical: _____

16. Source of heat: _____

17. Access Closure: _____

18. A Plot plan indicating the tents, canopies and/or booths dimensions, and distances from other tents, canopies, booths, buildings, vehicle parking areas and roadways shall be provided.

19. A seating/table arrangement plan, if applicable, indicating the number of seats, seat spacing, aisle locations and widths, exit widths/locations and exit sign locations shall be provided on a floor plan. (For tents and canopies only).