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).

Special Event Info. Sheet/DM/05.20.10