

## SPECIAL EVENTS INFORMATION SHEET

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

Date of event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address of event: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

1. Type of event: \_\_\_\_\_

2. Number of people anticipated: \_\_\_\_\_

3. Size of tent/canopies: \_\_\_\_\_

4. Tent/Booth Supplier(s): \_\_\_\_\_

5. Date tent/canopy being erected: \_\_\_\_\_

6. Entertainment – what type: \_\_\_\_\_

7. Stages/Platform(s): \_\_\_\_\_

8. Carnival Rides: \_\_\_\_\_

9. Number of booths: \_\_\_\_\_ Cooking or Non-cooking: \_\_\_\_\_

10. Cooking (how prepared): \_\_\_\_\_ Deep frying? \_\_\_\_\_

11. Will there be BBQs or open flames? \_\_\_\_\_

12. Special Effects: \_\_\_\_\_

13. Source of power: Generator: \_\_\_\_\_ Electrical: \_\_\_\_\_

14. Source of heat: \_\_\_\_\_

15. Access Closure: \_\_\_\_\_

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

17. 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)