*COUNTY OF LOS ANGELES*
*FIRE DEPARTMENT*
*FIRE PREVENTION BUREAU*

# SPECIAL EVENT INFORMATION DECLARATION LETTER

**Include a detailed letter describing the event you are proposing. Include a description of the event, dates, times, and any special information that is requested.**

**Name of sponsor** _____

**Name of contact:** _____

**Site contact:** _____

**Location of event:**_____

**Type of event:** _____

**Date/Time of event:** _____

**Number of concession stands:**_____

**Approx. attendance:**_____ **persons**

| | | |
|---|---|---|
| **Medical Services Available?** | **[ ] Yes** | **[ ] No** |
| **Providing Security Personnel?** | **[ ] Yes** | **[ ] No** |
| **Using Flammable Liquids?** | **[ ] Yes** | **[ ] No** |
| **Using Tents or Canopies?** | **[ ] Yes** | **[ ] No** |
| **Using Cooking/Heating Equip.?** | **[ ] Yes** | **[ ] No** |
| **Blocking Access Roads/Exits?** | **[ ] Yes** | **[ ] No** |
| **Using Fireworks?** | **[ ] Yes** | **[ ] No** |

**If you answered "Yes" to any of the above questions, please include detailed information about each item in your application letter.**

_____ _____
**Signature, Print Name and Date**

# SAMPLE

**To Whom It May Concern:**

**The purpose of the "Frontier Days" Carnival is to raise funds for parish and school needs. The carnival is held on the Pairsh & School grounds.**

**There will be approximately 40 booths that will have volunteer booth captains, none of which are employees. There will be approximately 300 volunteer workers from the parish, none of which are employees. See attached layout for name and type of booth.**

**There will be two Beer Gardens. One is located in the hall and one on the carnival grounds in a fenced and patrolled area. See map for location.**

| | | |
|---|---|---|
| **The carnival will run for three days:** | **Friday, June 11, 1999** | **6:00 pm to 11:00 pm** |
| | **Saturday, June 12, 1999** | **12:00 pm to 11:00 pm** |
| | **Sunday, June 13, 1999** | **1:00 pm to 10:00 pm** |

**The rides are being provided by:** **Blash & Associates**
**1101 Calabash Ave., Fontana, CA 92337**
**(909) 357-7130**
**Contact:** **Joe Pate Sr. Vice President**

**Names and addresses of the workers employed by Blash & Associates will be available to the police department as soon as they are available to the Carnival Committee.**

**The booths and the Moon Bounce are being provided by:**
**E & M Amusements**
**136 S. San Gabriel Blvd. #B, San Gabriel, CA 91776**
**(626) 286-7027**
**Contact:** **Mike Garcia**

**Washroom and toilet facilities will be provided by:**
**Andy Gump, Inc.**
**26954 Ruether Ave., Santa Clarita, CA 91351**
**(818) 362-5996**

**Security for the carnival will be provided by parishioners; the majority of them are off-duty law enforcement officers. We will have additional security provided by the City of Covina Police Department. A letter to Chief Lewis requesting the officers has been mailed.**

**Submitted by:** **SAMPLE**

**PLOT PLAN**

**Plot plans shall be submitted for approval on the following;**

**TANK INSTALLATON – INDOOR DISPLAYS – CANOPY/TENT INSTALLATIONS – SPECIAL EVENTS IN AREAS OPEN TO THE PUBLIC – PUMPKIN LOTS – CHRISTMAS TREE LOTS**

1. **Show all street names that border the event area.**

2. **Show fences and exit ways.**

3. **Give dimension distances between event/display areas and public ways, buildings, temporary structures, trailers, etc.**

4. **Include portable generator, flammable liquid storage areas, cooking areas (including type, i.e. gas, electrical, etc.), and temporary power supply location (s).**

5. **In addition to above:**

   A. **Abide by guidelines for Christmas tree lots as established in the Uniform Fire Code.**

   B. **Indicate YES_____ or NO_____(check one) that the application of flame-retardant chemicals will be performed. If answering YES, indicate The California State Fire Marshal's Applicator's Number #_____and California State Fire Marshal's Registration Number for chemical being used #_____.**

| **PLOT PLAN (For large Plot Plans, please use additional sheet.)** |
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