



## PERMIT INFORMATION SHEET

### EVENT

EVENT LOCATION:

NAME:

ADDRESS:

CITY, STATE, ZIP

NAME OF EVENT:

TYPE OF EVENT

(i.e., private residence party,  
cocktail, wedding, fundraiser, etc)

EVENT DATE(S) & TIMES:

INSTALLATION DATE & TIME:

STRIKE DATE:

### TENTS/CANOPIES

QUANTITY	SIZE	# OF SIDES

FIRE EXTINGUISHERS

'NO SMOKING' SIGNS

HEATERS

ILLUMINATED 'EXIT' SIGNS

W/BATTERY BACK-UP

OCCUPANCY LOAD

OTHER EQUIPMENT:

NO COOKING IN TENT

NO SMOKING

NO OPEN FLAME

ADDITIONAL COMMENTS:

### CLIENT INFORMATION

INSTALLED FOR:

NAME

ADDRESS

CITY, STATE, ZIP

INSTALLED BY:

COMPANY NAME

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

CONSULTANT

#### TENT PERMIT FEES

0-400 SQ. FT.	\$34.00
401-2000 SQ. FT.	\$74.00
2001-5000 SQ. FT.	\$107.00
OVER 5000 SQ. FT.	\$162.00
	per sq. Ft.

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