# CARNIVALS, FESTIVALS, CONCERTS AND OTHER OUTDOOR PUBLIC ASSEMBLIES

\*\*OPERATIONAL PERMIT REQUEST\*\*

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| Name of the event:  |       |
| Type of event: | [ ]  Carnival [ ]  Festival [ ]  Fireworks [ ]  Other describe:       |
| Location of the event: |       |
| Date(s) of Event: |       | Hours of Event:       Start       End |
| Estimated peak attendance: |       |
| Event website: |       |
| Purpose of the event: |       |
| Name of sponsoring organization(s): |       |
| Contact person(s) from sponsoring organization: |       |
| Organizer address(es): |       |
|  | City:       State:       Zip:       | Phone:       |
|  | Cellular phone:       | E-mail:       |
| Emergency contact information (provide mobile numbers for on-site coordinators during event): |
|  | 1st Contact:       | Phone:       |
|  | 2nd Contact:       | Phone:       |

Large outdoor public assemblages such as yours have unique characteristics and require special planning to maintain an acceptable level of life safety. The availability of a permanent structure to evacuate the attending public and staff in the event of severe weather or other emergency is highly recommended. Public safety must be your highest priority. It is the operator and property owner’s sole responsibility for the safety of those in attendance. Because of the potential for severe weather, public disobedience and other emergencies, you the operator must implement and follow your “Emergency Action Plan” (EAP) if necessary.

 Tents and stages are dangerous in significant winds and severe weather. NO ONE should be allowed to take shelter on a stage or in a tent or canopy to seek refuge in severe weather. You the operator must provide adequate warning so all persons can safely get to the designated shelter, their cars or to a place of safety. Most injuries occur at events such as yours because of indecision and delays in implementing the EAP. At many events adults or children are dropped off by parents or may have walked to the event. You the operator must take this factor into account in your EAP. In the event of a fire, injuries or other hazards dial 9-1-1.

\*\*\*\*\* PLEASE SEE SECOND PAGE ON BACK \*\*\*\*\*