

Assembly Permit Instructions

1. Date Application is submitted.
2. To be completed by Fire Department.
3. Facility name, address, telephone number(s).
4. Attach an event schedule if series of separate but similar events. Indicate the scheduled start and completion time for the entire event.
5. Name of group, team, act, etc.
6. Type of activity; e.g. Football game, Rock Concert, etc.
7. Floor Plan and Emergency Plan must be attached or on file at the Fire Department (State Plan Number)
8. Name of each Act, number of participants in each Act, and the starting times of each activity.
9. The authorized capacity for this specific event.
10. Estimate of expected attendance for each event, if series application. Do not show total attendance for series event.
11. Self-explanatory.
12. Date tickets will be available for general sales.
13. Self-explanatory.
14. Self-explanatory.
15. That person who has the authority to cancel or stop the activity in an emergency. Must indicate location where this person can be reached during the event. If more than one person, so indicate.
16. Refer to doors by number shown on facility diagram, which is required for facility permit.
17. List specific numbers that will be available.
18. Indicate if City Personnel such as Fire, Police or Waste Collection, will be needed.
19. Anticipated percentages of crowd in each age-group; i.e.,
 - 15 and under 10%
 - 16-20 10%
 - 21-25 30%
 - 26-35 20%
 - 36-45 20%
 - over 45 10%
20. Self explanatory
21. Self explanatory