



# PLACER HILLS-NEWCASTLE-PENRYN FIRE PROTECTION DISTRICTS

## PERMIT APPLICATION FOR PUBLIC ASSEMBLY

(For 100 or more participants)

Complete the following:

Name of event: \_\_\_\_\_

Name of Organization conducting event: \_\_\_\_\_

Responsible Person(s) in charge of event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of event: \_\_\_\_\_

Indoor [  ] Outdoor [  ] Owned [  ] Leased/rented [  ] Other [  ] \_\_\_\_\_

Expected number of participants: \_\_\_\_\_ Date of event: \_\_\_\_\_

Hours of event (beginning to end): \_\_\_\_\_

Briefly describe the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

- Attach layout of event
- Attach copy of lease agreement for facility

For Fire District Completion:

Approved [  ] Denied [  ] \_\_\_\_\_

Inspection: Yes [  ] No [  ] Date of inspection: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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## PERMIT FOR PUBLIC ASSEMBLY

### Overview

A Permit for Assembly is to be issued for events that will host 100 participants or more within the Fire District. The purpose of the Permit is to:

- Inform the Fire District of the event
- Ensure Life Safety issues are addressed
- Provide valuable event information to staff in the event of an emergency at such an event
- Establish working relationships with the community in providing safe public events

### Procedure

When an organization or person's intend to hold an assembly event of 100 participants or more a Permit Application for Public Assembly is to be completed and forwarded to the Fire District prior to the event. The Permit Application contains information about the event that will assist the Fire District in providing guidance to the event holder(s) for a safe event.

An inspection may be required by the Fire District to review the facility/location to ensure life safety features are in place. There may be a fee for inspection for any special circumstances of the event based on the Fire District fee schedule.

The fire inspection may include:

- Occupancy for the facility; maximum number of people allowed based on the type of event and building/grounds used
- Exiting features; number of exit doors/egress paths
- Fire systems; fire sprinklers, fire alarm system, and fire extinguishers
- Cooking and heating systems
- Access for emergency responders including traffic circulation
- Special effects for the event; open fire, open flame devices, combustible materials, etc.
- Adequate evacuation and safety zones for event participants

The Permit Application for Public Assembly may be approved or denied by the Fire District. If approved the Fire District may condition such an event with additional safeguards and or requirements. If denied an explanation will be provided to the applicant.

### Implementation

These procedures and the Permit Application for Public Assembly will be available on all Fire District's websites and at the Administrative Offices.

The Fire District will make every attempt to identify those facilities that commonly hold large events and inform them of this process and provide them with this information.