



BEVERLY HILLS FIRE DEPARTMENT - FIRE PREVENTION BUREAU

Telephone: (310) 281-2703 Fax: (310) 278-8561

FPB 10 - PUBLIC ASSEMBLY APPLICATION

**Public Assembly Permit Cost
\$64.00**

DATE: _____

EVENT DATE: _____

NAME & ADDRESS OF ORGANIZATION:

EVENT PLANNER/COORDINATOR:

Name Title Email Phone Number

EVENT NAME:

VENUE:

VENUE ADDRESS:

SPECIFIC ROOM WITHIN VENUE:

HOTEL CONTACT/REPRESENTATIVE

POSTED OCCUPANCY FOR ROOM:

_____ Dining _____ Reception _____ Theater _____ Classroom

ANTICIPATED OCCUPANCY LOAD:

_____ Guests _____ Event Staff _____ Hotel/Venue Staff _____ Technical Staff
_____ Security _____ Disability Needs

DESCRIPTION OF EVENT (e.g.: luncheon, award show, etc.):

START TIME:

END TIME:

Timeline if available	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Gift Bag Giveaway	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Greenroom/Backstage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
**Hazer/Smoke Effect	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Pre/Post Screening Rooms	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
**Pyrotechnics	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Stunt/Special Effect	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Valet Parking	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

****Fire Permit and Fire Safety Officer Required**

FLOOR PLAN(s) displaying the following:

FPB #10

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Aisles | <input type="checkbox"/> Audio/Visual Equipment | <input type="checkbox"/> DJ/Band | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Red Carpet | <input type="checkbox"/> Rope & Stanchions | <input type="checkbox"/> Platform/Temporary Stages | |
| <input type="checkbox"/> Press Bin | <input type="checkbox"/> Bar Set-Up | <input type="checkbox"/> Silent Auction Table | <input type="checkbox"/> Smoking Areas |
| <input type="checkbox"/> Seating Arrangement | <input type="checkbox"/> Buffet Tables | <input type="checkbox"/> Stage Extensions | |
| <input type="checkbox"/> Camera Locations: | _____ Stationary | _____ Roving | |
| <input type="checkbox"/> Registration/Check-In: | _____ Tickets | _____ Invitations | |

SECURITY:

- | | | | |
|--|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Crowd Control/Count | <input type="checkbox"/> Protestors | <input type="checkbox"/> Press/Media | <input type="checkbox"/> Celebrities |
| <input type="checkbox"/> Paparazzi | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

DECORATIONS:

Items requiring a fire code permit have an additional cost per item (indicated on left).

- | | | | |
|-------------------------------------|------------------------------|-----------------------------|---------------------------|
| Flame retardant required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| \$31.00 Candles | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fire Code Permit Required |
| Floral Arrangements | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Displays | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| \$31.00 Vehicle Display | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fire Code Permit Required |
| \$31.00 Decorations/Drapery | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fire Code Permit Required |
| \$31.00 BBQ | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fire Code Permit Required |
| \$31.00 Special Effects | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fire Code Permit Required |
| \$31.00 Other | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fire Code Permit Required |
| \$6.00/per LPG Gas Appliance | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fire Code Permit Required |

If fire code permit required, please provide description (e.g. 5 votives/table, 30 tables total)

	(For FD Use)	Permit # FR

ELECTRICAL NEEDS:

- | | | | |
|---|----------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Generator(s): *FSO may be required | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Trailerable | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Portable |
| <input type="checkbox"/> Cable(s): | <input type="checkbox"/> Bridges | <input type="checkbox"/> Ramped | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Alterations to Electrical Panel: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

TENT(s) WITH PLANS DISPLAYING:

- | | | | |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Dimensions | <input type="checkbox"/> Exits (Contrasting Color) | <input type="checkbox"/> No Smoking | <input type="checkbox"/> Propane |
| <input type="checkbox"/> Heaters | <input type="checkbox"/> Cooking | <input type="checkbox"/> Exit Signs | <input type="checkbox"/> Extinguishers |

EXITS COMPROMISED:

- Yes No

Minimum 12 ft. fire lane must be maintained at all times

I hereby acknowledge receipt of Fire Prevention Bureau Form #10 in connection with this public assembly event and will obtain and complete all required permits. I also acknowledge that this application must be submitted **7 to 10 days prior to the event. This form must be submitted along with a layout of the event.** You may bring the required items to BHFD Headquarters, fax to (310)278-8561, or email to firepermits@beverlyhills.org.

Name of Applicant

Signature of Applicant