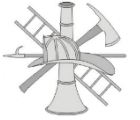


WEST FARGO



FIRE DEPARTMENT



Public Assembly Permit Requirements

A permit is required for all events with 1,000 or more participants.

Application for the Event shall be completed with fee associated.

The below information shall be supplied with the permit application.

NOTE: all events are different in setup (chairs, tables, stage, bar, etc) so please be specific as to expectation of the event.

- Floor plan of event including:
 - ~ Dimension of building or outside event area
 - ~ Max number of attendance
 - ~ Location of exit to be used
 - ~ Seating / table (size) arrangement
 - ~ Stage / Bar location and size
- Special effects, if any (fireworks, candles, smoke, etc)
- Ambulance Service / Security Service provided
- Time of event – Start/Finish

After review of the Permit Application, the applicant will be notified within 2 weeks of approval or denial.

If approved, event can be planned; but cannot take place until setup is complete and a fire inspection has occurred with a permit then being issued.

NOTE: Events 750 < 1000 Participants

These events are not required a permit. But are required to provide all the information requested above (without application). The above information is supplied for an *Emergency Response Plan* for the fire crews on shift in case an emergency occurs.

- A fire inspection is still required prior to the event to ensure safety procedures are to be followed.