

SPECIAL EVENT REQUEST PERMIT FOR FIRE/SAFETY COMPLIANCE

(Please email or fax to: james.gibbs@asu.edu or fax 480-965-0736)

Today's Date:	Name of Event:	Event Requestor (Name, Title, Contact Info, Affiliation with ASU):
Date/s of Event:		Event Operational Hours:
Location/s of Event:		ASU Event Coordinator Info & College/Department
<u>Event Description</u> (Include what the function is for, who it is open to, if there will be cooking, alcohol, electrical & generator power distribution needs, any temporary structures/tents, etc... and fireworks, pyrotechnics, open flames—including candles, or anything considered hazardous or requiring hazardous materials—including propane, gasoline, diesel, or anything considered hazardous to health or the environment, etc...):		
A schematic drawing of the event layout, certificate of insurances, and all vendor contact information is required to be submitted. Anticipated attendance to this event, to include all staffing must also be provided.		
EH&S/Fire Marshal Reviewer:	Reviewer's Contact Information:	
<u>EH&S/Fire Marshal Approval Stipulations (or disapproval comments):</u>		
Signature & Date of Reviewer:		