



BEVERLY HILLS FIRE DEPARTMENT - FIRE PREVENTION BUREAU

Telephone: (310) 281-2703; firepermits@beverlyhills.org

FPB 10 - PUBLIC ASSEMBLY APPLICATION

THIS FORM MUST BE SUBMITTED 10 DAYS PRIOR TO EVENT

**Public Assembly Permit Cost
\$68.00**

DATE: _____

EVENT DATE: _____

APPLICANT'S 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 |

(Please note that certain items require a Fire Code permit (identified at right)

DECORATIONS:

w/an additional base cost of \$68, plus \$33 for each item)

Flame retardant required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
\$33.00 Candles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Code Permit Required
Floral Arrangements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
\$33.00 Vehicle Display	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Code Permit Required
\$33.00 Drapery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Code Permit Required
\$33.00 Hanging Decorations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Code Permit Required
\$33.00 BBQ	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Code Permit Required
\$33.00 Special Effects	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Code Permit Required
\$33.00 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:

- | | | | |
|--|--|-----------------------------------|------------------------------|
| Generator(s): *FSO may be required | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| <input type="checkbox"/> Trailerable | <input type="checkbox"/> Truck Mounted | <input type="checkbox"/> Portable | |
| Cable(s): <input type="checkbox"/> Bridges | <input type="checkbox"/> Ramped | <input type="checkbox"/> Taped | |
| 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 **10 days prior to the event. This form must be submitted along with a layout of the event.** You may email the required items to firepermits@beverlyhills.org, fax to (310) 278-8561 or bring all completed plans and permit applications to BHFD Headquarters - 445 N. Rexford Dr.

Name of Applicant

Signature of Applicant